



TITLE:	Facility Manager
STATUS:	Exempt, full-time with benefits
REPORTS:	Deputy Director
DATE:	July 2023

GUIDED BY ARTISTS, ROOTED IN NEW MEXICO, SITE SANTA FE CELEBRATES CONTEMPORARY CREATIVE EXPRESSION.

SITE SANTA FE is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE SANTA FE has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE SANTA FE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE SANTA FE is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws

Summary

The Facility Manager works to maintain a high standard of professionalism and excellence in managing all aspects of museum facilities operations. Primary responsibilities include overseeing building maintenance and repair; security and safety management; technology and infrastructure; and, capital construction projects. The Facility Manager reports to the Deputy Director and works closely with all SITE SANTA FE employees. This person leads by example and is an excellent communicator. The Facilities Manager works Tuesday through Saturday, and may be called upon after hours in case of emergency.

Key Responsibilities

Building and Facility Operations

- Oversee all routine maintenance and repair work throughout SITE SANTA FE's facility, including regularly evaluating systems, identifying needs, preparing preventative maintenance contracts, and scheduling and supervising work.
- Manage and troubleshoot issues related to the building; prospect, hire, and oversee vendors and subcontractors, secure permits, and respond to off-hour emergencies.
- Maintain the condition, sanitation, presentation, and appearance of the facility (including the building structure, façade, grounds, and offices) and schedule and oversee weekly custodial services.

- Oversee the operations and effectiveness of the facility's systems, including, HVAC, humidifier, boiler systems, security alarm and camera system, and other aspects as appropriate.
- Oversee and manage IT needs and work closely with the IT contractor to ensure wireless network and server maintenance, printer and ISP maintenance and contracts, PC connectivity and remote access, phone connections, IT security, user workstations, user phones, software, and hardware evaluations, responsible e-waste disposal, and other needs or issues as they arise.
- Assist in the management of museum-wide storage of supplies, equipment, and materials, including assigning and organizing storage areas, developing guidelines for storage, and discarding and disposing of obsolete items.
- Provide support with gallery maintenance, events, public programs, and facility rentals within the building.
- Update and maintain current status of building Emergency Action Plan; research, develop, and schedule safety training and OSHA compliance programs for staff; develop and implement emergency evacuation procedures and conduct museum-wide drills; and, develop and maintain a process for incident reporting.
- Act as liaison with appropriate regulatory agencies (e.g., NMCID, SFFD, SFPD, SFRCC, and the City of Santa Fe) in regard to all facility/capital projects. Ensure that the building, fire, and life-safety codes are up to date and compliant with local regulations.
- Overseeing the security of the building, scheduling security staff as needed, and serving as support to front-of-house staff when confronted with difficult situations involving the public.

Budget, Administration, and Supervision

- Manage the museum's annual facility budget; approve and process invoices and payments.
- Manage the budget for any large-scale, non-exhibition capital projects.
- In conjunction with the Deputy Director, plan and develop improvement plans and remodeling projects.
- Participate and present in staff meetings; coordinate cross-departmental meetings; and maintain the building operations files.
- Research vendors, obtain and negotiate estimates and contracts.
- Recruit, hire, train, schedule and supervise Facility Assistant, as needed.

Qualifications

1. Several years of experience in progressively responsible roles in building operations, or comparable combination of experience and substantial knowledge of facilities, and building systems, including three to five years in supervision. Museum or Performing Arts organization preferred.
2. Strong technical and mechanical background, possess knowledge and practical experience in building systems, including HVAC, humidifier, boilers, electrical, plumbing, information technology, and audio/visual.

3. Experienced and very comfortable operating workshop tools and equipment, including lifts, and familiarity with OSHA policies and compliance.
4. Demonstrated ability to prioritize and manage time, multitask, take initiative, and meet deadlines in a fast-paced environment with dynamic and rapidly shifting priorities.
5. Ability to converse technically and negotiate with, as well as direct and supervise, work of a wide range of vendors, including engineers and technicians, regarding building systems and operations.
6. Professional and positive attitude and demeanor, with exceptional oral and written communication skills; demonstrated skill in presenting information and facilitating positive dialogue with the public and de-escalating tense situations.
7. Excellent organizational abilities, analytical skills, and attention to detail with ability to not lose sight of the big picture.
8. Ability to work productively and collaboratively with staff, and maintain a highly professional and positive attitude in a dynamic and creative setting.
9. Exceptional judgment, professionalism, and discretion in handling confidential and sensitive situations and matters.
10. Availability to work nights, weekends, and holidays, as needed, and to respond to emergency situations on an “on call” basis.
11. Exemplify and embrace SITE’s commitment to diversity, equity, inclusion and accessibility.
12. CPR, AED and First Aid certification, or commitment to obtain within 3 months of hire.
13. The ideal candidate has fluency in English and Spanish.

Work environment and physical demands:

- Requires standing and/or walking, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, reaching, handling materials, pulling, carrying, and pushing.
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds
- Facility may expose employee to loud noise levels, temperature changes, and physical obstacles.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers and visitors.
- Employee must maintain a current and valid driver’s license to perform work duties
- Background check required.

Application instructions: Applicants should submit a resume and a cover letter to job@sitesantafe.org.