Ella Sharp Museum Job Description
Director of Facilities

Reports To: Executive Director
Supervises: Facilities Supervisor, Custodian
Classification: Full Time, Exempt
Salary range: Director, $37,500 to 48,700 annually, 37.5 hr week
Department: Facilities
Location: 3225 Fourth St. Jackson, MI

About this position
The Facilities Director is responsible for the management of all aspects of facilities operations, interior, exterior and grounds maintenance, custodial services, parking lot, safety, environmental health, security and emergency management. Please see the property description below. This is a hands-on position that includes supervising staff as well as performing maintenance and custodial work as needed. The museum operates 7 days/week and the Facility Director must manage or staff facility on evenings and weekends to meet program needs.

The Director of Facilities is a member of the senior staff team that includes the Director of Learning and Engagement, Director of External Affairs, and the Accounting and Business Office Manager. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Representative responsibilities of this office include:
1. Responsible for all aspects of facility operations, maintenance, and grounds.
2. Develop and manage capital and department operational budget, controlling spending within approved guidelines
3. Perform maintenance on and/or oversee staff and contractors who work on all aspects of the building and grounds, including HVAC, plumbing, sewer and water systems, electrical and lighting systems, security and fire systems, elevators, building structure, grounds, and equipment
4. Develop and manage preventive maintenance program, identify, receive, recommend, prioritize and act on maintenance needs and requests.
5. Primary point of contact for security system company, respond to alarms
6. Manage, schedule, and evaluate department personnel
7. Work with Facility Rental staff to schedule event setup, staffing, and clean up
8. Work with other departments to maintain and oversee safety, environmental health, security, fire protection, and emergency management plans
9. Implement policies and procedures to comply with facilities regulatory requirements (e.g. OSHA, licensing, inspections).

Desired Qualifications:
- High school diploma required; Bachelor’s degree preferred
- Minimum of 3 years’ experience in a facilities management role required, including management of contractor relations; experience in a museum or other non-profit organization desired
- Solid working knowledge of commercial HVAC systems
- General building maintenance knowledge and hands-on skills
- Knowledge of standard principles of facilities safety, environmental health, security, fire protection, and emergency management
- Strong communication skills (verbal, written and listening) and the ability to effectively communicate with the staff and the public.
- Must pass background check

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level, and lift, carry, push, pull up to 50 lbs. The position involves frequent repetitive motion and the visual acuity to determine the accuracy, neatness and thoroughness of assigned work. The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. Reasonable accommodations may be made to enable individuals with
disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

The Ella Sharp Museum benefits package includes health insurance, life insurance, a SimpleIRA with employer match, paid holidays, and generous Paid Time Off.

**About the Ella Sharp Museum**
The Ella Sharp Museum, founded in 1965, offers programs, exhibits and experiences preserving community history, advancing art appreciation and understanding, and connecting children with science. Our 6-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, two 19th century barns and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 37 accredited institutions in the state of Michigan.

How to apply: Submit cover letter and resume to: Valerie Herr, Deputy Director, Ella Sharp Museum, valh@ellasharp.org, 3225 Fourth St. Jackson, MI 49203. Resumes will be reviewed upon receipt. Position open until filled.