

Fuller Craft Museum (Brockton, MA)

www.fullercraft.org

Facilities & Operations Manager

\$60,000/year – 40 hours a week (flexible days)

Salaried, exempt, year-round position

Position Responsibilities:

Percentage allocations (%) are for reference only and may be subject to change.

Facilities: 40%

- Responds to maintenance requests in a timely manner.
- Plans and prioritizes, both daily and seasonal maintenance tasks.
- Provides light repair, pest control, and janitorial services to the facility.
- Maintains the exterior environment, including landscaping, mowing, leaf blowing, trash and litter pick up and snow removal.
- Provides or supervises routine & preventive maintenance, including HVAC repairs, generator repairs, elevator repairs, sewage and pump systems, electrical repairs, kitchen equipment repairs, plumbing repairs, and emergency call system repairs.
- Maintains and facilitates IT/technological needs for staff and front desk. Coordinate with paid contract IT company.
- Schedules and oversees contracted services as required.
- Procures supplies/equipment.
- Responds to security and building emergencies on a 24-hour basis.
- Provides leadership and implements initiatives related to security, safety, emergency preparedness and training.

Administrative: 25%

- Prepares and monitors department budgets, contracts and expenses.
- Keeps maintenance logs and records and provides written reports as requested.
- Leads and participates in long range planning, institutional policies, and provides content for facilities-related grant submissions.
- Hires and supervises departmental employees, including one PT Museum Technician and approximately 5 PT Security personnel; including scheduling and supervising the security floor coverage.
- Participates in museum-wide DEAI (Diversity, Equity, Accessibility and Inclusion) initiatives and implements them at the department level.
- Obtains and provides reasonable safety training ensuring that FCM complies with federal, state, and local legal requirements.

Other: 35%

- Facilitates events, rentals and other uses of shared museum spaces.
- Assists museum staff in the safe transport, storage, and installation of museum exhibitions and the use of spaces for programs.
- Cleans, repairs and paints museum exhibition galleries in anticipation of new exhibitions.

Qualifications:

- High School diploma or equivalent; applicable vocational or technical training and skills preferred.
- 3+ years work experience in applicable field.

- Valid Driver's License and reliable transportation
- Ability to provide culturally-competent services and training both internally and externally.
- Experience in security management, security systems, and emergency planning.
- Proficiency in trouble-shooting computer systems and software; proficiency in basic administrative computer skills.
- Ability to compose and write required reports, policies and documents.
- Experience in supervising small staffs preferred.
- Experience in a non-profit or cultural organization preferred.
- An offer of employment from FCM is contingent on a successful background check, including Massachusetts Criminal Offender Record Information (CORI).

Physical Requirements:

Fuller Craft Museum is a 20,000 sq foot facility with multiple stair cases, ladders, various types of flooring and pavement. The outside property consists of 19 acres, located on a pond, with rocky and sloped terrain. The successful candidate must be able to complete all physical requirements of the job with or without reasonable accommodations.

Hours:

40 hours a week; this position is not eligible for remote work.
Specific daily schedule is flexible as the museum is open 6 days a week.
Some evening and weekend work required.
This position is "on call" 24 hours a day for emergencies.

Job Advertisement

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Bring your facilities management skills to Brockton's art museum! The Facilities & Operations Manager is responsible for the oversight of day-to-day facility, grounds and security operations. This position provides safety to visitors and staff, art and property, and assures an outstanding visitor experience. We seek someone who is "hands-on", enjoys doing "a little of everything" every day, and who is interested in being a primary player in the well-being of our museum.

Summary: Facilities and Operations Manager supervises or conducts routine and preventative maintenance on the facility and grounds and is responsible for janitorial needs, as well as indoor & outdoor upkeep and landscaping. Supervises a small part time staff and manages security coverage of the museum galleries. Provides support to other museum staff in programming, exhibitions and facilities uses. Must be able to manage department budgets and reports, help with policies and procedures, supervise vendors and contracts, and oversee procurement of supplies and equipment. FCM requires of all staff a commitment to furthering the organization's DEAI (Diversity, Equity, Accessibility and Inclusion) initiatives.

For full job description and qualifications, please visit <https://fullercraft.org/museum/jobs-opportunities/>

The position reports to the Museum Executive Director and is eligible for Department Head benefits including:

- Flexible work schedule
- Medical insurance (80% employer paid)
- Dental insurance (80% employer paid),
- 401k retirement
- Employer match 401k retirement (3%)
- Paid time off (vacation, bank holidays, sick)
- Paid maternity leave

To Apply:

Frequently cited statistics show that women and members of structurally marginalized and/or communities underrepresented in museum jobs apply only if they meet 100% of the qualifications. Fuller Craft Museum encourages any interested party to apply, as no one ever meets all of the qualifications. We look forward to your application.

Applications currently accepted and we look to fill the position immediately. To apply, please send a letter of interest and resume, to FCM Executive Director Erin McGough at emcgough@fullercraft.org. Please put "Facilities Manager" in your subject line. The Museum is an equal opportunity employer.

About Us:

Fuller Craft Museum (FCM) offers expansive opportunities to discover the world of contemporary craft art. Through exhibitions, collections, education, and public programs, we

challenge perceptions and build appreciation of the material world. FCM is an accredited art museum dedicated to contemporary craft and is open to the public year-round.

The Fuller Craft Museum serves a wide array of audiences, including national art and craft communities; tourists and visitors to Boston, Providence, and Plymouth County; the city of Brockton and southeastern Massachusetts. Brockton, Massachusetts is an old city with a distinguished history. Today it is a city that welcomes diversity, with more than 50 languages spoken. It is a city of more than 100,000 people, with 46% identifying as Black or African American; 25% of the population is under 18. Learn more about Brockton at [About Brockton, MA – City of Brockton](#).