

HUNTSVILLE MUSEUM OF ART

Position: Facility/Custodian Manager

Department: Facility Rental Department

Reports to: Executive Director

Employment: Full-Time with benefits; Exempt; 40 hours per week

Position Overview:

The Huntsville Museum of Art (HMA) is looking for a skilled Facility/Custodian Manager. The ideal candidate must possess a working knowledge of HVAC, electrical, plumbing, carpentry and day-to-day maintenance and management skills.

The candidate must have good communication skills (both written and oral) and be able to successfully interact with staff, city contractors and community partners on a regular basis. This person must always maintain a clean and professional appearance.

Full-time benefits are available after one year of employment. Candidate must be flexible with the hours and able to work evenings and weekends when special needs arise. Periodic evening and weekend availability is required to support after- hours and weekend events. Recurring Saturday office hours anticipated.

Company Overview:

The Huntsville Museum of Art sits in Big Spring Park and works as a magnet for cultural activities. Founded in 1970 by city ordinance of the Museum Board of the City of Huntsville, the Museum serves Huntsville and Madison County's combined population of 420,000 residents. *The mission statement of the Museum is to bring people and art together through acquiring, preserving, exhibiting and interpreting the highest quality works of art.* The mission statement is based on two beliefs: An understanding that the arts enrich lives; and that visual ideas are best perceived, understood and enjoyed through first-hand experience of original artistic achievement.

HMA is a non-smoking facility.

Learn more about HMA at www.hsvmuseum.org.

Responsibilities:

- Oversee the Museum's climate control units on a daily basis
- Ensure the overall exterior and interior cleanliness of the Museum's entire facility
- Demonstrate overall sense of concern and care for the Museum facility and be able to manage maintenance and repair in all areas
- Manage and maintain supply budget
- Directly interface with City of Huntsville General Services Department for building maintenance and repair requirements
- Directly interface with the Health Department, Fire Marshall, landscape contractors and general contractors
- Directly interface with the Curatorial Department, Events Manager, Education Department and Security
- Report to Facility and Grounds Board Bi-monthly for facility repair, maintenance and improvement updates
- Maintain an accurate calendar
- Maintain and update contact information for point of contacts
- Coordinate with Security and Director of Special Events on all set-ups, break-downs, and clean up needed for events

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- Ensure that contracts, invoices, and client payments are completed and forwarded to the Accounting Department in accordance with contract stipulations
- Develop and maintain a preventative maintenance schedule and activity log

Requirements:

- Must pass pre-employment drug testing and security background check
- Minimum of six years' experience required
- Facilities management experience preferred
- HVAC, electrical, plumbing, carpentry and mechanical knowledge required
- Must have the physical ability to withstand long periods of standing or walking, and ability to use stairs
- Must have the physical ability to lift and/or move equipment
- Working knowledge of Word and Excel
- Must be able to work a flexible schedule to include nights and weekends
- Ability to work well with staff, Board, volunteers and clients
- Must always maintain professional work attire
- Must be detailed driven and able to work in a fast-paced environment

The above responsibilities are generalizations to describe the principal work functions of the job and shall not be considered as a detailed description of all work requirements that may be in the position.

Send Facility/Custodian Manager application (cover letter, resume, and three professional references) to careers@hsvmuseum.org. Competitive salary commensurate with work experience.

The Museum hires for multiple position openings at any given time, so please include the full title of the position that you are applying for in the subject of your e-mail. *No phone calls please.*