



**TUCSON MUSEUM OF ART AND HISTORIC BLOCK
FACILITIES AND OPERATIONS MANAGER
JOB DESCRIPTION
EOE**

POSITION: Facilities and Operations Manager

WORK SCHEDULE: Full Time Salaried. Hours may vary to include special events and activities in the evenings and on weekends related to this position.

STATUS: Regular Full-time, Exempt

REPORTS TO: Chief Financial Officer

DIRECT REPORTS: Buildings & Grounds Assistant

Job Description and Distinguishing Characteristics

The Facilities and Operations Manager is an essential position that provides general facilities management and supports the museum's exhibition preparatory needs. He/She/They will ensure facilities and operations support, coordination, and consultation for all TMA programs, events, and exhibitions to enable the museum to deliver an outstanding visitor experience while meeting audience and participation goals. Responsible for direct management and supervision of the Museum's Building & Grounds Assistant, who will be available 24 hours a day, 7 days a week to handle all emergencies, and other staff to be hired as needed. Oversight of the functional operations of the Tucson Museum of Art including maintenance of land, buildings, and equipment. Oversight for all mechanical, electrical, plumbing, and fire systems, painting, general maintenance, landscaping and irrigation, janitorial, and custodial functions. Responsible for procuring and managing all related outside contracts and for keeping all contract records. Responsible for the development and implementation of an annual maintenance audit and implementation program for all buildings and grounds. The Facilities and Operations Manager will assist the curatorial department with support in the areas of installation and construction of exhibitions, museum storage maintenance, and outdoor sculpture installation. This position ensures that all work is performed in accordance with the operating, emergency, and collections management policies of the Museum. Additional work includes presentation of training and informational sessions on identifying and mitigating risks to the Museum, its facility, visitors, and personnel.

About the Tucson Museum of Art

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan's principles of relevancy, community, respect and multivocality are at the heart of the museum's collection, exhibitions, programs, Board of Trustees, staff and volunteer groups.

Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum's 2020–2023 Strategic Plan is to ensure a culture of inclusion, diversity, equity and access.



As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.

Typical Examples of Work Performed

- Manage and supervise all activities of the Museum's Building & Grounds Assistant;
- Recommend contractual services to support the care of Museum facilities, and manage outside service providers;
- Manage outside contractors to maintain and control the Museum's landscaping program, janitorial services, security systems, and electrical, plumbing, heating, ventilating, air conditioning, and fire alarm/suppression systems;
- Ensure that repairs and maintenance done by staff are done properly;
- Conduct regular inspections of the Museum building and grounds and make recommendations for improvements and repairs;
- Direct the repair of tools and general equipment in concert with department heads and the Chief Financial Officer;
- In coordination with Collection Manager/Registrar, facilitate routine maintenance of all galleries, storage, and installation spaces;
- Monitor environmental controls to ensure the safety of the collection, exhibition galleries, and public spaces;
- Work closely with other Museum departments and volunteer groups to ensure appropriate setups for programs, meetings, special events, building rentals, and other functions on Museum property or sponsored by the Museum at other locations;
- Train, supervise, and monitor the performance of custodial and maintenance staff;
- Maintain appropriate records regarding building systems and maintenance, including all contracts and agreements;
- Read, know, and apply the Museum's Security Manual procedures and policy;
- Complete incident reports when necessary;
- Perform other related work as required.

Minimum Requirements/Knowledge/Skills

- Graduation from a standard senior high school, preferably supplemented by college studies or a degree from an accredited technical school, junior college, or university.
- Valid driver's license and ability to be "on call" for emergencies.
- Considerable knowledge in building management and maintenance.
- Experience in the carpentry, plumbing, or electrical trades.
- Knowledge of mechanical equipment found in large public buildings.
- Knowledge of procedures, practices, tools, and equipment used to maintain buildings and grounds.
- Sensitivity to the safety and security procedures necessary to protect staff, visitors, and Museum property.



- Ability to schedule the work of and supervise custodial and maintenance employees, monitor the work of outside contractors, and make sound recommendations for general maintenance of the Museum's buildings and grounds.
- Ability to establish and maintain effective working relationships with employees and the general public.

Application Materials:

- Cover letter outlining your interest in the position and commitment to TMA's IDEA principles
- Resume or curriculum vitae
- Contact details for two professional references.

To Apply send application materials to jobs@tucsonmuseumofart.org