



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

**POSITION:** Facilities 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

**SALARY RANGE:** \$45,000-\$55,000 DOE

**Job Description and Distinguishing Characteristics**

The Facilities Manager will oversee the maintenance, repair, improvement, and upkeep for the Tucson Museum of Art's 4 -acre campus including the museum galleries, administration/education center, and historic properties. This position is available 24 hours a day, 7 days a week to handle all emergencies. Along with the CFO, this position oversees the facilities of the Tucson Museum of Art including maintenance of land, buildings, and equipment, all mechanical, electrical, plumbing, and fire systems, painting, general maintenance, landscaping and irrigation, janitorial, and custodial functions. The position is responsible for procuring and managing all related outside contracts and for keeping all contract records.

**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 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 maintain the museum's campus, facilities, and building systems
- 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;



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- 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;
- Survey all museum facilities and grounds regularly to identify maintenance and make recommendations for improvements and repair.
- 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.
- 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:**

- To Apply send application materials to [jobs@tucsonmuseumofart.org](mailto:jobs@tucsonmuseumofart.org)
- Cover letter outlining your interest in the position and commitment to TMA's IDEA principles as it relates to facilities management.
- Resume or curriculum vitae

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