



Museum of the City of New York

Manager, Facilities

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

As an integral member of the institution's management team, the Manager, Facilities is responsible for coordinating the day-to-day operations of the facility, including maintenance, custodial, security, and building operations – with a focus on event coordination and management.

Roles and Responsibilities:

Essential responsibilities include, but are not limited to:

- Work closely with all Museum departments on planning of internal and rental events; coordinate setups, vendor load-ins, load-outs, staffing, and event management.
- Coordinate daily and weekly schedules, work assignments and overtime work for full-time, part-time, contracted custodial, maintenance, and security staff, including members of DC37.
- Work closely with A/V staff for Museum events as needed.
- Manage maintenance and cleaning of building and grounds, including exterior sidewalk and terraces.
- Monitor department staff sick/vacation time and submit biweekly payroll to HR.
- Aid in department staff recruitment and training.
- Adhere to and enforce adherence of museum policies and procedures as well as safety and security practices among direct reports.
- Manage special projects as needed.

Additional responsibilities in coordination with other building management staff and in support of the Director of Facilities include, but are not limited to:

- Assist in creating annual department expense budget, and operate within the budget - utilizing cost saving measures wherever applicable.
- Assist with exhibitions installations as needed.
- Assist Director of Facilities in the monitoring the operation of all HVAC equipment and BMS systems. (Knowledge of Boilers, Chillers, Cooling Towers, and Fan Coil Units a plus.)
- Assist the Director of Facilities in scheduling and managing repairs and maintenance of systems, including plumbing, electrical, carpentry, and general maintenance.
- Work with Director of Facilities to research, select, and manage all outside facilities vendors.
- Manage the upkeep of equipment and supplies, meeting health and safety standards.
- Assist with maintenance and security of 25,000 s.f. offsite storage facility.

- Maintain compliance with local, state, and federal regulations; maintain up-to-date building documentation and certifications.
- Maintain all required administrative records, including but not limited to logbooks, work records, maintenance records, contractor visits, etc.
- Perform other job-related duties as assigned.

Supervisory Responsibility

- Manage and oversee Security, Custodial, and Maintenance staff, including members of Local DC37, Facilities Coordinator, Facilities interns, part-time and contracted staff.

Minimum Requirements:

- Three or more years of experience in Building/Facilities or Events Management is required.
- Bachelor's degree in Management or comparable practical experience in Events Management or a technical field such as Facilities Management preferred.
- Excellent leadership and management skills. Experience in a supervisory role with knowledge of management best practices, ability to allocate and delegate workload, train, coach and discipline staff as needed.
- Strong computer skills: working knowledge of MS Office required, knowledge of BMS/BAS is desirable.
- Excellent communication and interpersonal skills.
- Knowledge of fire safety, security operations, safety regulations and codes, and safe work practices is preferred.
- Knowledge of electrical, plumbing, HVAC systems, etc., a plus.
- Must have or obtain within six months of the date of hire NYC Certificates of Fitness including Fire drill Conductor: F-07 Site Specific and S-95 Supervision of Fire Alarm Systems, and any other certifications as required by the Museum.

Working Conditions

Special working conditions may include but are not limited to:

- Ability to work weekends, evenings, and holidays as needed.
- Weekend and after-hours emergency response coverage as required.
- Work in conditions of 50% humidity and 50 degrees F on occasion.
- Travel between Museum and offsite storage.

Physical requirements

While performing the essential functions of the job, the manager is expected to:

- Operate power tools and machinery, ascend/descend ladders and stairs, position self to maintain equipment, machinery, work at heights, or in confined spaces; observe fine detail when operating machinery.
- Operate a computer and other office equipment; move equipment/machinery weighing up to 50 pounds while at work.

BENEFITS

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation, and 12 holidays. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

HOW TO APPLY

Please email your resume and cover letter in pdf format, labeled First, Last Name to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Manager, Facilities** within the subject line of your email. The annual salary range for this position is \$50,000 - \$55,000.

In accordance with applicable law, as a term and condition of employment, all candidates must present full vaccination against COVID-19. Reasonable accommodations may be made upon request to Human Resources in accordance with applicable federal, state and local law.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.