



Washington County Museum of Fine Arts, Hagerstown, MD
Washington County Museum of Fine Arts
401 Museum Dr., Hagerstown, MD 21740
301-739-5727 | wcmfa.org | info@wcmfa.org

Job Opportunity

Manager of Facilities, Washington County Museum of Fine Arts (WCMFA)

Under the direction of the Director of Finance & Operations, the Manager of Facilities contributes to a safe, secure, functional, and inviting campus by overseeing the maintenance, repair, electrical, groundskeeping, custodial, and general facilities management services across the museum's buildings and grounds, including the buildings and grounds at 111-115 Key Street, which are earmarked for renovation. Additionally, the position ensures that any necessary annual inspections, testing, or certifications are completed. The Manager of Facilities supports the planning, oversight, and coordination of projects including safety, health, and environmental initiatives as well as capital projects. The successful candidate will demonstrate critical thinking, broad experience, and sound judgement to address a range facilities management challenges.

The Manager of Facilities is a key part of the museum team and often works closely with staff in preparing for public events, including cleaning of museum areas, coordination of deliveries, and set-up and tear down. Additionally, the Manager of Facilities will provide input onto the annually updated capital improvements list.

The Manager of Facilities may also obtain and review estimates, quotes, and proposals for products and services, and administer outside maintenance and repair contracts, ensuring positive relationships with service contractors, vendors, and suppliers. As a member of museum staff, the Manager of Facilities will also help to maintain the highest standards for collections care and preservation, and support the museum's accessibility and diversity efforts.

WCMFA, founded in 1931, is a premier regional fine art museum. Accredited by the American Alliance of Museums, and with a collection of more than 6500 objects, WCMFA is the only fine art museum within a 65-mile radius. Free to the public, WCMFA has an ambitious schedule of temporary exhibitions, classes, lectures, concerts, and online interpretive programs. The permanent collection has strengths in American art, Old Masters, and art of world cultures. A beloved community resource, located in beautiful City Park in Hagerstown, Maryland, WCMFA has served seven generations of local residents, and is considered one of the best small museums in America.

WCMFA is an equal opportunity employer. The Museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

Job Description

Manager of Facilities

Hours: Tuesday - Saturday, 7:00 a.m. - 4:00 p.m. Some evenings and weekends.

Reports to: Director of Finance & Operations

Status: Full-time, exempt

Responsibilities:

- Thorough knowledge of the fire, security, heat, ventilation and air conditioning systems; must monitor and maintain the equipment to ensure an environmentally safe environment for personnel and the art collection.
- Maintain the interior appearance of the museum building including: mopping and waxing floors and vacuuming carpets as required in galleries, corridors and restrooms.
- Particular attention should be paid to the lighting. This sometimes involves the use of a lift, and an understanding of museum standards for lighting in galleries and collection areas.
- Oversee exterior grounds and ensure that the parking lot and museum exterior are attractive and free of debris.
- Perform general and minor repairs on museum equipment such as minor plumbing repairs, and interior maintenance.
- Schedule inspections as required by state and local codes for the elevator, boiler, etc. so that the museum meets regulations and insurance requirements.
- Contract contractors for major issues and yearly inspections.
- Remove refuse throughout the building paying particular attention to the education rooms. Dust, clean and polish areas within the museum as required.
- Wash all exterior and interior windows and glass display cases as required.
- Coordinate with museum staff, provide event support, and setup for receptions or other in-house programs.
- Keep walkways free of ice and snow
- Monthly roof inspections to assure spouts free of leaves and other debris.
- Weed shrubbery and flower beds; cut grass as required.
- Order maintenance supplies in association with the Director of Finance & Operations.
- Assist with the installation of exhibitions, particularly in terms of lighting galleries and other displays.
- Assist with the museum's annual Treasure Sale, a fundraising event that involves moving furniture and other objects and supporting museum volunteers.
- Run museum errands as needed. Use of museum van is available.
- Required to attend Building Committee meetings.
- Function as a member of the museum team in promoting the museum in the community.

Minimum Qualifications

- Three years prior experience in facilities management, construction management, or a related field.
- Strong communication skills and ability to navigate partnerships with vendors, suppliers, staff, and volunteers.
- Familiarity with the operation, maintenance, and repair of: Mechanical, electrical, and plumbing (MEP) systems; building envelope (e.g., roofing and waterproofing) systems; Steel, wood, and masonry structures.
- Basic carpentry skills
- Experience with the planning and execution of construction and/or renovation projects.
- Ability to coordinate activities, work collaboratively, and communicate with diverse stakeholders, to include contractors, vendors, and multiple departments across the museum.
- Ability to take initiative, respond to emergencies or changing conditions, and make appropriate decisions in challenging situations.
- Driver's license and safe driving record
- Ability to lift 75 lbs.
- Work will occasionally require ability to climb, balance, stoop, kneel, crouch, or bend.
- Detail oriented with excellent planning and organizational skills.
- Deadline oriented and able to handle a variety of responsibilities under pressure.
- Flexibility and availability in schedule are required during the week, including evenings and weekends.
- Excited about the work of the museum and the future of an expanding campus.
- Clearance of a criminal background check, drug test, and credit check

Desired Qualifications:

- Five years of related experience.
- Experience with facility management in a museum and/or visitor-oriented, mixed-use setting (e.g., hotel, event venue, tourist attraction, etc.).
- Experience managing historic properties.
- Computer skills
- In partnership with the Human Resources Department, supports the museum leadership team in ensuring equitable experiences, strengthening inclusion acumen, and promoting a culture of inclusivity and belonging that embraces the contributions of all staff.

Salary range: \$42,000.00-45,000.00, commensurate with experience.

To Apply: Interested applicants should submit a cover letter and resume to info@wcmfa.org.
Application deadline: May 15, 2024. Please put "Manager of Facilities" in the subject line.

Tobacco free campus