ABOUT BHC: Founded in 1983, Broadway Housing Communities (BHC) is committed to addressing the challenges of poverty and homelessness for adults, children, families and communities in Upper Manhattan. BHC has developed seven buildings that provide housing and other services for adults, children and families living in deep poverty; operates two award-winning early childhood centers; and provides opportunities for tenants and the wider community to engage with the cultural arts. The recently completed Sugar Hill Project, located in the National Historic District of Sugar Hill, includes 124 units of permanent, affordable housing; an early childhood center; and a children’s museum of art and storytelling along with other community facilities.

ABOUT SHCMAS: The Sugar Hill Children’s Museum of Art & Storytelling (SHCMAS) is the cultural capstone of BHC’s development in Sugar Hill, at the intersection of the African-American community of Harlem and the Latino community of Washington Heights. SHCMAS provides young visitors with opportunities to discover, engage with and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for 3-8 year olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and newly commissioned artist projects; intensive hands-on art education programs; monthly storytelling series; and other family programs. Acknowledging the significance of art and storytelling in Sugar Hill’s history, intergenerational and cross-cultural participation are encouraged.

Summary of Position:
The Museum Facilities Supervisor is responsible for the operation of the museum’s overall physical plant. In this role the Facilities Supervisor will execute a dual set of responsibilities of Museum maintenance, as well as assist with basic clerical tasks under the supervision of BHC’s Facilities Supervisor and reporting to the Museum’s Director and Chief Curator. The Museum Facilities Supervisor oversees the maintenance of the Museum, acts as the liaison with suppliers of the Museum’s HVAC and cleaning systems. This person also works closely with the Deputy Director, events and rentals management, security floor staff, and the Exhibitions Coordinator to manage and evaluate Museum operations, policies to ensure that proper maintenance and safety procedures are implemented to safeguard staff, visitors and Museum property.

Position Duties and Responsibilities:
- Chief liaison for museum’s mechanical maintenance contractors including museum HVAC system, elevator and lighting system.
- Chief liaison for matters of fire safety and emergency safety drills
- Assist with evaluating museum security floor staff
- Process work orders as needed, conducting regular inspections of building
- Works closely with multiple departments to determine demands of museum programming and special events, including but not limited to overseeing room set up for events and programs
- Ordering and inventory of maintenance supplies
- Carpentry work as needed
- Woodshop upkeep
- Basic plumbing repair such as sink drain clogs
- Must be able to perform duties of the position: walking for extended periods, frequent climbing, bending, stooping and lifting and moving up to 50 lbs.
- Mop, sweep, and wipe down 2 floor facility including bathrooms
- Assists with snow removal; sidewalk and other exterior surfaces
- Assist with opening and closing of museum as needed.
- Perform other duties as assigned.

Skills:
The position requires a person who is well organized, detail-oriented, and self-motivated. Knowledge of HVAC systems is a plus. Full time position is 35 hours a week employee must be available to work a
Wednesday- Sunday schedule. Being multi lingual, and/or fluent in Spanish is also a plus. Candidate must have outstanding interpersonal skills, a professional, courteous manner, and be comfortable interacting with all SHCMAS and BHC stakeholders.

Qualifications:
- 2 or more years’ experience in museum facilities maintenance or 4 years’ experience in general facilities maintenance
- BA/BS degree preferred
- Excellent computer and communication skills required
- Valid driver’s license preferred
- Strong ability to problem solve
- Strong organizational skills and follow-through
- Comfortable working as part of a team in a hard-working, informal, start up organization
- Practice attentive and active listening, participates in discussions, and supports the organization’s decision-making process

We offer a comprehensive benefits package, including paid time off, health, dental, 403(b) plan, life insurance and disability coverage.

How to Apply:
Please email your cover letter, salary requirements and resume to resumes@bhc.org. Please indicate your last name and “Museum: Facilities Supervisor” in the email subject line. No phone calls please – we will respond to those candidates whose qualifications are best aligned with the components of this job description.

BHC and the Museum are committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability.