Facilities Manager

The Northwest African American Museum (NAAM) is a regionally prestigious institution that deeply matters to people as a remarkable, visionary, and relevant space where we open minds and change lives through African American history, art, and culture. Since opening in 2008, hundreds of thousands of visitors have come to the museum to view our permanent and rotating exhibitions, participate in dynamic public programs, or take part in private events. Located within Seattle’s Central District, NAAM is a premier African American museum in the Pacific Northwest region. Our institutional values are:

- **RESPECT:** We value mutual respect in all our interactions.
- **DIVERSITY:** We value creating a safe place for bold and meaningful exploration of diverse viewpoints with—and within communities of African descent.
- **LEARNING:** We value education and learning as powerful lifelong tools for engagement, growth, and vitality, and we seek to infuse learning opportunities in all museum activities.
- **PARTNERSHIP:** We value working in partnership with others to foster exchange with the community.
- **EXCELLENCE:** We value the highest professional museum practices and standards of excellence.
- **INCLUSION:** We value multigenerational and multicultural inclusion and provide an accessible experience.

We are seeking a Facilities Manager to be responsible for the overall building maintenance inside and out, all event setup and breakdown (onsite and offsite), and preventative and on-going maintenance. The position works to complete assignments in a timely manner on self-assigned tasks or tasks assigned by Operations Director. Responsibilities related to facility operations include the appearance, operation and maintenance of the Museum’s building, outdoor grounds, mechanical systems, and related structures. Primary maintenance responsibilities include building, grounds, fire protection system, HVAC systems, museum equipment, and other mechanical, electrical, and building systems. This role reports to and works in partnership with the Operations Director.
What You Will Do as the Facilities Manager:

- Be responsible for overall building maintenance inside and out, graffiti removal, event setup and breakdown, and preventative and on-going maintenance support.
- Complete assignments in a timely manner on self-assigned tasks or tasks assigned by the Operations Director, based on the Museum’s operational activities and special projects.
- Hands-on maintenance of the Museum’s physical plant; monitor and ensure the proper operation of key mechanical and electrical systems; perform assigned periodic maintenance; maintain orderliness and cleanliness in mechanical and electrical spaces.
- Maintain operational procedures in compliance with all safety practices for the well-being of staff, volunteers, and visitors, and assist in maintaining the high standards of the Museum facilities.
- Develop an advanced working knowledge of Museum security and/or safety systems and equipment.
- Review, oversee and maintain the Museum facilities and grounds.
- Maintain schedules for daily, weekly, monthly, quarterly, semi-annual, and annual maintenance.
- As scheduled, perform security functions, including conduct daily inspections of artwork; investigate and prepare reports on all incidents which result in loss or damage to objects of art or Museum facilities, or injury to Museum visitors and staff; maintaining a positive relationship with the Seattle Police and Fire Departments and the museum’s private security.
- Performs the functions of a security specialist as required. Responsibilities related to security include access control, protection of the Museum building and objects of art and public safety.
- Assist museum and event staff with after-hours facility use (may involve work hours to midnight).
- Set up and tear down furniture, equipment, and supplies for all events, programs, and meetings.
- Maintain supply inventories for facility, maintenance, and HVAC needs.
- Place orders for operations, facility, and maintenance supplies; purchase supplies and equipment.
- Additional duties as assigned in support of the museum.

What You Bring:

- 2 years college educational background and/or certifications in maintenance, repair, construction, or other trade skills; experience may be substituted for educational requirement.
- Minimum of two years of experience in building / facility maintenance.
- Ability to prioritize tasks and work under pressure to meet scheduled and unscheduled deadlines.
- Self-starter with ability to identify, prioritize and execute projects in absence of Operations Director.
- Ability to Project Manage and coordinate vendor partners for facility related projects.
- Familiarity with G-Suite applications, utilizing shared drives and maintaining databases. Training will be provided on HVAC and Security systems.
- Able to develop and maintain a working knowledge of the operations and maintenance of security, electrical and mechanical systems.
● Able to use tools and understand and demonstrate the use of basic safety skills for using those tools
● Must possess and maintain a valid driver's license
● Must be capable of driving museum vehicles
● Must be able to provide oversight and lead the work of volunteers, contractors, and vendors
● Ability to multitask and meet deadlines

What we offer:

NAAM offers a generous benefits package for you to thrive

● Company paid health, vision, and dental
● A variety of paid vacation, personal, and holiday days
● Working with a diverse and inclusive community of belonging, where you are empowered to bring your ideas to the table and act
● Full support to expand your skills, enhance your expertise, and maximize your potential along your career journey

If this sounds like you, please apply online at HR@naamnw.org. Please include the title of job applying for, cover letter, and resume. We look forward to hearing from you.

Equal Opportunity Employer
The Northwest African American Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.