

MV MUSEUM

INC. 1923

Facilities Manager

Role Overview

The Facilities Manager oversees the facilities and infrastructure at Martha's Vineyard Museum with the goal of creating welcoming, accessible, safe physical assets that enhance the visitor experience.

Reports to: Director of Finance and Operations

Supervises: Custodial team, vendors who provide facilities support

Responsibilities:

Repair and Maintenance

- Perform routine short and long term maintenance of the Museum's buildings and campus in Vineyard Haven, the Cooke House & Legacy Gardens in Edgartown, East Chop Lighthouse and Edgartown Lighthouse, prioritizing the visitor experience at each of our properties
- Monitor and maintain appropriate climate controls for the safety of collections
- Schedule and coordinate with all vendors doing work on our properties including but not limited to landscapers, electricians, plumbers, HVAC engineers, state and town inspectors, security services, equipment maintenance, painters, general repair work, etc.
- Oversee system replacement plans, recommending capital improvements when necessary
- Assist the Curatorial team with exhibit installation, performing tasks like wooden fixture construction, wall mounting, and painting when necessary
- Schedule and supervise custodial team to assure positive visitor experience

Safety and Security

- Oversee safety and security protocols for the Museum, including fire-safety, emergency response, alarm systems; providing appropriate training on procedures
- Serve as the Museum's main point of contact for periodic inspections with the Town of Tisbury related to annual fire, elevator, and public assembly permits
- Facilitate the periodic updating of MVM's Emergency Response Plan
- Serve as primary emergency contact for all MVM facilities
- Serve as the community liaison for the Museum with local law enforcement, fire department and public works

Landscaping

- Oversee extensive landscaping plans at both Marine Hospital campus and Cooke House Legacy Gardens

- Act as liaison between landscaping/irrigation companies and the Museum to assure budgeted funds are being used effectively and efficiently. Tend to irrigation schedule and request adjustments based on precipitation, temperature and campus events
- Monitor use of the campus from visitors and private renters and organize landscape restoration as necessary

Financial Management & Event Support

- Manage activity to the facilities budget for the Museum, taking a proactive approach to cost savings and carefully allocating resources
- Prepare capital expense requests for Finance Director and Executive Director for ultimate Board approval, when necessary
- Draft requests for proposal (RFPs) when necessary
- Manage projects directly associated with Museum facilities
- Regularly provide updates and recommendations to Building & Grounds Committee of the Board of Directors
- Assist with logistics for all campus events, including private rentals

Required skills and abilities

- Respects the unique aspects of working within a museum setting
- Adept at working within deadlines and juggling several projects and priorities at once
- Strong organizational skills and attention to detail
- Working knowledge of trade skills such as carpentry, painting, landscaping, etc.
- Positive attitude and affable personality; exudes composure, especially under pressure
- Excellent interpersonal/communication skills
- Self-starter with the ability to work independently as well as part of a team; ability to take directions and feedback
- Takes initiative to anticipate next steps and potential roadblocks
- Has a flexible schedule, especially in the summer months, to provide assistance with after-hours activities at the Museum campuses. Requires occasional night and weekend work.
- Must be able to stand and walk on uneven ground for extended periods of time and lift/haul +50 pounds.

Education and Experience

- High school diploma required; facilities management certification preferred
- Experience using a variety of tools and performing general repairs & maintenance
- 2+ years in property management

To apply for this position, please send your cover letter and resume to the Martha's Vineyard Museum at careers@mvmuseum.org.