

Facilities Manager

MoSH

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser-known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

MoSH's Facilities Manager is responsible for environmental and support equipment systems, including computerized climate/security controls and supervision and coordination of security services for all MoSH facilities.

The Manager is responsible for maintaining rigid temperature and humidity controls within the museum for artifact conservation and visitor comfort pursuant to American Alliance of Museum guidelines. The Manager develops and implements training programs on control systems and monitors performance of personnel assigned to the systems.

The Manager is responsible for the coordination of maintenance of MoSH facilities. This includes submittal and follow-through of work orders and annual budget requests. The Manager oversees all building operations and communication with outside vendors (including trash/recycling services, heating/air, pest control, carpet cleaning, lawn services, etc.). The Manager provides direction for facilities improvements including upkeep of equipment, painting, storage and general repairs. Procuring and maintaining materials and supplies and conducting continual financial analysis of operations to ensure resources are being used wisely are part of the duties.

Monitoring fire/life/safety software and hardware operations and contracted maintenance are also part of the duties. The Manager is responsible for security at MoSH properties, including developing, implementing, monitoring, and updating security procedures. Training, orienting and evaluating security staff, including contracted guard services, is part of the duties. The Manager maintains proper operation of all electronic alarm and monitoring systems and establishes safety teams to coordinate and train museum staff in appropriate implementation of emergency procedures. The Manager also implements and supervises security plans for special exhibits, special events, and construction projects and maintains quantified records on security incidents.

The Manager ensures compliance with state, county and city building regulations and works under general direction of the CFO/Business Affairs Manager.

Qualities

Typical Physical Demands:

- Able to communicate clearly both verbally and in writing with staff and vendors.
- Requires ability to perform general computer tasks such as web-based orders, spreadsheets, etc.
- Ability to lift and carry objects weighing up to 50 lbs., including stooping, bending, reaching above head, and traversing uneven ground to make inspections on building and surround areas.

Typical Working Conditions:

- Majority of work will be performed during typical Mon-Fri work week, but, with the flexibility to work weekend and evening events as needed.
- Work will take place in a variety of conditions both indoors and outside.
- Inspections of building and surrounding areas are performed on ladders, scaffolding, bucket trucks, and various lift equipment, on roofs, and in close quarters such as maintenance areas, including exposure to dust, fumes, odors, noise, heat, and in all types of weather conditions.
- On call response to emergencies and coordination with 24-hour security personnel is required.

Range of Experience

- High School graduate or equivalent.
- Minimum five (5) years of experience in building maintenance.
- Three (3) years in a supervisory capacity in building maintenance.
- Valid Tennessee driver's license.

Compensation

Compensation is commensurate with experience and abilities. The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k, and death and disability insurance. The Museum also offers life, dental and vision insurance.

To Apply

Submit one document with cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Hester Banks
CFO/Business Administrator
MoSH
hester.banks@memphistn.gov

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.

References will be required from finalists. Academic, credit, and criminal background checks will be conducted before a final offer is made.

More information about MoSH can be found on our website at www.moshmemphis.com.