

**Facilities Manager / Preparator**

Department: Curatorial  
 Reports To: Curator of Art

FLSA Status: Exempt  
 Effective Date: November 2016

*The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.*

**Job Summary**

The Facilities Manager / Preparator (FMP) is an integral part of the Museum team. The FMP is responsible for coordination, maintenance, and security of the Museum building and its facilities. The FMP prepares, handles, and installs works of art adhering to best practices and art museum standards. The FMP prepares spaces and materials for exhibitions, the Museum collection, educational area displays, and Museum special events. A critical aspect of the position is the ability to plan, prioritize, schedule, and implement projects within a precise work environment, while adhering to the time-sensitive nature of museum production work. The FMP must be able to create schedules and timeline, communicate clearly, be detail-oriented, and self-motivated. Essential abilities include taking initiative, managing multiple priorities, and staying focused.

**Essential Duties and Responsibilities: FACILITIES MANAGER**

- Strives for continual improvements in efficiencies including project planning and management to minimize time away from the building.
- Develops and maintains an in-depth knowledge of security and fire systems as well as building systems (such as HVAC units and humidifiers) and works with Registrar and city of Boise to maintain adequate controls. Troubleshoots building systems and communicates with appropriate staff.
- Responds to calls regarding building security and fire on a 24-hour basis.
- Generates, maintains and carries out ongoing list and schedule of routine, special, and regular building-related upkeep, including but not limited to painting, lighting, and outdoor sculpture maintenance, sidewalk snow removal and de-icing, gutter maintenance, roof cleaning, and goose debris removal. Undertakes preventative measures and maintenance for as many tasks as possible.
- Coordinates and conducts maintenance of external building requirements, including roof, gutters, windows, sidewalks, etc.
- Administers and coordinates activities related to on-going building and equipment maintenance, including wall touch ups and painting, humidifiers, lighting, filters and other maintenance of equipment as necessary.
- Coordinates maintenance/inspections of, and troubleshoots HVAC, electrical, plumbing, security/fire systems as well as high-lift and battery-powered systems.
- Orders materials and necessary supplies, within budget, to carry out essential duties and responsibilities.
- Responds promptly to all building-related requests from staff and prioritizes accordingly.
- Manages the ongoing monitoring and maintenance of the condition and appearance of Museum galleries and public spaces; provides regular walk-through of galleries during non-public hours to ensure maintenance of exhibitions; identifies problem areas and recommends solutions.
- Maintains and supervises orderly storage and work spaces assigned to crate storage and preparation activities.

- Supervises janitorial contract including providing instruction to janitorial staff on proper cleaning methods and expectations in a museum setting.
- Develops and administers Museum building maintenance and improvement projects, with input from staff, through a communication system designed by the FMP.
- Maintains orderly off-site storage facility and coordinates storage and retrieval of Museum's non-art items in the off-site storage facility.
- Coordinates and carries out set-up and take-down for Art in the Park and other fundraisers and events. This involves working with across all functional areas of the Museum.
- Maintains positive relationships with the appropriate city of Boise facilities employees.

**Essential Duties and Responsibilities: PREPARATOR**

- Carries out installation and de-installation of Museum exhibitions, works of art, and interpretive and electronic displays at the direction of the curator and/or executive director.
- Leads the preparation and installation of A/V, equipment, and technology needs for exhibitions.
- Monitors, troubleshoots, and maintains A/V, equipment, and technology needs for exhibitions and events.
- Follows AAM best practices for all projects such as but not limited to: art handling, install and de-install methods, matting and framing artwork, exhibition design and lighting, light construction, and workshop safety.
- Supervises additional staff and contract labor in installation and de-installation process, and schedules, trains, and supervises subordinates in the safe and proper method of handling artwork, and using hand and power tools.
- Coordinates loading and unloading of crates arriving and departing from Museum.
- Takes precautions to ensure personal safety, safety of the building, safety of interns and team members assisting on projects, and the safety of the works of art.
- Builds and supervises building of crates for traveling artwork.

**Additional Responsibilities**

- Works both independently and collaboratively.
- Follows instructions.
- Operates high lift, pallet jack, and similar equipment.
- Drives vans and trucks.
- Other duties as assigned.

**Supervisory/Managerial Responsibilities**

Carries out supervisory/managerial responsibilities with direct-report subordinates in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising employee performance; addressing concerns and facilitating problem resolutions.

**Minimum Qualifications**

Requires three to five years of experience in construction and preparation including mechanical and electrical installations.

Knowledge of OSHA regulations, well-versed in workplace safety, fine arts terminology and the interrelationships of the areas of art, experience with the principles and techniques of art museum lighting. Ability to work at heights up to 26 feet.

**Education Requirements**

Bachelor's degree from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

Requires excellent knowledge of construction, mechanical and electrical installations.

Requires current valid Idaho Driver's License.

Ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Ability to deal with problems involving several variables.

**Language Requirements**

Proficiency in reading, writing and comprehension of the English language.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate. Work requires irregular and weekend hours. Work is sometimes stressful, and employee must meet tight deadlines. This position does not require routine or regular engagement in interstate commerce.