Morse Museum Associate Building Manager

The Associate Building Manager will report to Building Manager, head of the Buildings Department, and be responsible for all of the Museum’s facilities and property.

This is a new position of high responsibility and will demand scrupulous attention and the highest integrity. The safety and security of the visitors, the staff, and the Museum’s collections will depend on this.

A successful working relationship/partnership of the Associate Building Manager and the Building Manager, who heads the Buildings Department, will be essential and will require the commitment and ability to respond to situations as they develop even outside of regular hours.

Job Summary:

Working closely with and at the direction of the Building Manager, the Associate Building Manager will have major responsibility for the maintenance, repairs, and upkeep of the Museum’s physical plant, including all HVAC, systems, electrical, audio/visual, lighting, plumbing, automated controls, fire safety and security systems, grounds, groundskeepers, and housekeeping.

At the direction of the Building Manager, the Associate Building Manager will have significant responsibility for the oversight of the Museum’s security program and contract, ensuring a high-quality security and visitor hospitality.

The Associate Building Manager (along with the Museum’s Building Manager) will be the Museum’s primary on-call manager for facility emergency calls 24 hours per day, 7 days per week throughout the year. This means responding in a timely fashion as needed and often will require going to the Museum.

Qualifications:

• Significant relevant experience
• License and/or certification in facility-related fields preferred
• Associate Degree or technical/mechanical post-secondary education preferred
• Commitment to work weekends and to respond to emergency calls as required 24/7
• Driver’s license and excellent driving record
• First Aid and CPR certification (within 3 month of assuming the position)
• Knowledge of automated systems preferred

**Compensation:**

Salary range $45,000-$55,000  
Excellent Benefits

Respond to gmaza@morsemuseum.org