



Position Description/Announcement

Midland Center for the Arts

Midland, MI

Position Title: Facilities Director

Supervisor: Chief Operating Officer (COO)

Classification: Full Time Exempt

Compensation: \$55,000-\$62,000 annually

About the Midland Center for the Arts

Midland Center for the Arts is a regional cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique complex located in the city of Midland, Michigan. The 245,000SF facility encompasses an Auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized Little Theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony orchestra.

World-class art and entertainment experiences are enjoyed by audiences from Michigan and beyond, and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We endeavor to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science, and history exploration. We are committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

Position Concept

Under the supervision of the Chief Operating Officer, the Facilities Director is responsible for the security and maintenance of all physical properties of Midland Center for the Arts and the supporting mechanical, digital, and other systems and personal.

Duties and Responsibilities, include but are not limited to:

I. Care & Maintenance of Center Properties in Midland, Michigan

1. The Main Building (the Center, itself), 1801 West Saint Andrews Road
2. The Doan (The Herbert “Ted” H Doan Midland County Historical Society Center), 3417 West Main Street
3. Carriage Hall and Blacksmith’s Shop, 3210 Cook Road
4. HH Dow (The Herbert H Dow Museum–The Dowzseum), 3100 Cook Road
5. The Bradley Home, 3200 Cook Road
6. The Larkin House, 501 McDonald Street

II. Scheduling and Staffing

1. Supervises and coordinates a team of Coordinators and Facilities staff persons either directly or indirectly. This is inclusive of and not limited to:
 - a. Schedule coordination
 - b. Workload management
 - c. Maintaining position descriptions
 - d. Providing formal and informal feedback in line with Center procedures.
 - e. Utilize important institutional software including, but not limited to Maintenance Connection and Artifax, to accomplish this.
 - f. Other Duties As assigned

III. Building Systems and Equipment

1. HVAC
 - i. Develop a thorough understanding of software used to monitor and maintain systems
 - ii. Mange all contracts affiliated with HVAC Systems including: Johnson Controls, Metasys, and Carrier
 - iii. Work with Repair and Maintenance Coordinator to ensure all HVAC systems are consistently functioning properly
2. Building Envelopes
 - i. Maintain and/or arrange to repair roofs, drains, walls, windows, doors, dampers, and vents to ensure buildings are secured and weatherproof
3. Plumbing
 - i. Maintain and arrange to have regular cleaning or servicing of all affiliated elements.
4. Snow Removal
 - i. Anticipate snow events and pretreat with brine or other ice melting substance.
 - ii. Operate snow removal equipment as needed based on activities and conditions.

5. Information Technology
 - i. Work with IT Manager to ensure network needs are met, including but not limited to wireless internet, phone, and network capabilities.
6. Electrical
 - i. Ensure all needs are met for given spaces. Research and maintain best practices. Verify compliance with all local, state, and federal regulations.
7. Other duties as assigned

IV. **Safety and Security Systems**

1. Maintain and provide access to the Main Building's intrusion (burglar) alarm system, either via its service provider and remote monitoring company (Veterans Alarm, Inc.) or web access (Total Connect 2.0). Utilize requisite software and technology to accomplish this
2. Provide access to and keep digital records of the building's physical keys and who they've been issued to
3. Maintain/Operate, provide access to and train relevant staff on the operation of the Center's ID Badge System
 - a. Serve as point of contact with the service provider (KW Corp) to maintain card readers, door latches, request-to-exit (REX's) devices, networking, and backup power supplies (batteries) for the door access system, and the digital hard and software to run said system, including software updates and subscription contracts, if relevant
 - b. Create and modify accounts as needed in Gallagher, for printing of ID Badges, access groups, and schedules
 - c. Create and modify accounts as need in Key Secure, for access to Automated Key Cabinet
 - i. This includes care and updating of the physical keys in the Automated Key Cabinet, as well as the cabinet itself, as needed
4. Maintain/operate, provide access to, and train relevant staff on the operation of the Center's security camera system.
 - a. Ensure system is consistently functioning properly
 - b. Serve as liaison in all affiliated contracts
5. Monitor, operate, and arrange for the maintenance and inspections of the Center's Fire Detection and Prevention systems
6. Ensure all Fire Detection and Prevention systems are in compliance with all local, state, and federal regulations
7. Monitor and arrange for the repair, maintenance and inspections of the Center's elevators, hoists, and gantry bridges and ensure that all are in compliance with local, state, and federal regulations
8. Maintain and provide access to the building's vehicles, inclusive of maintaining registrations, coordinating insurance with Center insurance provider, and maintaining physical safety of vehicles through routine maintenance
9. Maintain, provide access and train (or arrange to train) staff and others on the use of life-safety equipment
10. Assist departments in the operation, training, and maintenance of other equipment as needed
11. Ensure that the Center is in compliance with OSHA regulations and best practices and ensure that all staff complete requisite mandated training
12. Other duties as assigned

V. Operational Support

1. Arrange for the cleaning of necessary spaces based on the schedule, conditions, and requirements of the activities in them
2. Currently the Facilities Director serves as the Chairperson of the Safety Committee, which authors and updates the Emergency Operations Plan
3. The Safety Chairperson is responsible for the training and enforcement of the Emergency Operations Plan

VI. General

1. Fluency in technology and computer skills to accomplish critical elements of organization and communication necessary to the position
2. If required, maintain a company credit card and other procedures and documents (such as invoices, receipts, quotes, and estimates) as required by the Center's Finance Department to manage expenses and identify cost reduction opportunities
3. Study, follow and advise others on the Michigan Occupational Safety & Health Administration (MiOSHA), Michigan Right to Know Law and all other relevant guidelines and laws
4. Assure a positive visitor, patron, and user group experience by demonstrating polite and responsible behavior towards all guests
5. Attend all Center required trainings and meetings, including but not limited to: IT trainings, HR trainings, and DEIA trainings
6. Other duties as assigned

PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:

Qualifications:

- 3+ years of related experience required
- Management experience required
- Experience related to building management, janitorial/custodial, safety (OSHA training), cleaning and sanitization will be preferred

Education and Experience Requirements:

- No formal education is required to apply for the position, but relevant schooling and past experience will be considered

SPECIAL CONDITIONS OF EMPLOYMENT

- This position requires the ability to work a variable schedule, evenings, weekends, and holidays as needed, to meet operational needs
- Must be able to lift and carry up to 50 lbs

- Must be able to stand for extended periods of time
- Must be able to move easily up and down stairs
- Must be able to bend, lift, and twist as needed

APPLICATION INFORMATION

Deadline: Open until Filled