

THE BRONX MUSEUM

JOB DESCRIPTION

Position Title:	Director of Facilities
Position Type:	Full Time, includes some evenings and weekends
FLSA Status:	Exempt
Union Status:	Non-Union
Compensation:	\$95,000-\$100,000 Per Annum
Benefits:	Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.
Reports to:	Deputy Director
Supervises:	Security and Custodial staff, Contractors, Vendors

Mission of The Bronx Museum of the Arts

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of The Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, The Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

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The Director of Facilities maintains a high standard of excellence in overseeing, managing, and coordinating all aspects of The Bronx Museum's Security, Building, and Custodial functions, as well as discrete capital projects for a campus comprising galleries, education classrooms, flexible program areas, administrative and art storage spaces, and adjoining lots. This role collaborates across all museum departments to ensure safe and welcoming building operations in support of exhibitions, public programs, and daily engagement with diverse visitors and stakeholders.

Currently underway, The Bronx Museum's South Wing is undergoing a transformative renovation designed by Marvel, an award-winning architecture, landscape architecture, interiors and urban planning practice. This capital project is overseen by the New York City Economic Development Corporation on behalf of the New York City Department of Cultural Affairs and The Bronx Museum. The Director of Facilities will work closely with Museum leadership and partners to ensure successful building operations post renovation.

Responsibilities

Directs and oversees Security, Building, and Custodial operations to ensure successful execution of exhibitions, programs, and events, and effectively safeguards employees, visitors, and all items on the Museum premises. Major responsibilities include, but are not limited to:

Supervisory and Budget

- Supervises union Security, Building, and Custodial personnel; oversees staff scheduling including overtime allocation
- Hires and manages external contractors and coordinates work
- Promotes staff development through training in safety, security protocols, customer engagement, and ensures relevant employee certifications are maintained
- Develops and oversees Security and Facilities budgets, including forecasting, expense control, and capital planning
- Initiates, negotiates, and oversees contracts and service agreements

Building Operations

- Directs daily facility maintenance and custodial operations, oversees building systems (HVAC, electrical, plumbing) and repairs, works in tandem with other departments to maintain readiness for programs
- Develops preventative facility maintenance programs and determines short- and long-term needs
- Ensures building systems and equipment are compliant by managing required DOB and FDNY inspections and certifications

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- Works closely with the Curatorial Department to maintain environmental standards for exhibitions and the Museum's collection
- Manages Museum-led capital projects, prepares bids as necessary, secures contracts, oversees schedules and budgets to ensure completion
- Prepares and submits relevant facilities-related documentation and reports

Safety, Security and Risk Management

- Oversees Museum-wide security and safety inclusive of staff and public access control, in-coming and out-going shipments/parcels, exhibitions and programs, and recommends and administers security policies and procedures
- Develops and directs Emergency Action Plans for fire and life safety, and implements regular Museum-wide emergency training
- Ensures technical functionality of alarms, surveillance, and card access systems
- Keeps current with security protocols and ensures compliance with workplace safety standards and requirements
- Available to address security and facility-related incidents as they occur

Collaboration and Programming Support

- Maintains open lines of communication with other departments and works collaboratively to ensure awareness of daily operations
- Supports exhibitions, programs, and space rentals by providing adequate security and custodial staffing and ensuring facility conditions and climate requirements are met
- Advises senior leadership on facilities, safety, and operational risks

Desired Skills/Qualifications

- Demonstrated knowledge of building management, HVAC equipment and systems, including principles and practices of building and safety laws, codes and regulations
- Track record of security management
- A hands-on individual, able to take initiative and make quick and precise decisions
- Excellent communication skills, verbal and written
- Proficient with BMS systems, Microsoft Office Suite, and Google Suite
- Proven skills in supervising, training, and developing staff, as well as adapting workflows and procedures to improve efficiency, collaboration, and service
- Ability to read floor plans, construction drawings, contracts and technical manuals
- Experience in creating and overseeing budgets
- Availability to work nights and weekends, as required
- Possess a flexible and positive attitude
- Experience working in a union environment
- Spanish language skills preferred, but not required

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Cultural Commitment

- Acts as an example to employees: mentoring and coaching junior staff
- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

Education and Experience

- Bachelor's degree or equivalent work experience is preferred
- 6+ years of progressive experience in facilities and security management, including supervisory
- Museum, Visual Art, or related Non-Profit background preferred

Physical requirements

- Prolonged periods sitting at a desk and working on a computer
- Lift up to 20 pounds at times
- Must be able to access and navigate all areas of the facilities, including mechanical spaces and outdoor lots
- Must be able to access all parts of the Museum's equipment

To Apply

Application open until filled. Interviews will be conducted on a rolling basis as applications are received.

Please email a resume and cover letter to careers@bronxmuseum.org and include "Director of Facilities" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we are unable to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.