



### **Facilities Manager**

- Reports to: Executive Director
- Classification: Full-time, Non-exempt
- Compensation: \$45,000 - \$50,000 annual salary, paid time off, health insurance, and retirement benefits

### **Overview**

Houston Center for Contemporary Craft (HCCC) seeks a facilities manager to maintain an 11,350-square-foot facility with rotating exhibition spaces, resident-artist studios, public spaces, staff offices, grounds, a garden, and off-site storage units. The Facilities Manager also assists the Curator/Exhibitions Director with all aspects of rotating exhibitions, including installation, gallery prep/painting, exhibition furniture inventory, art and crate handling, and packing and shipping.

HCCC presents the dynamic world of contemporary craft to the community. Located in Houston's Museum District, HCCC was founded to advance education about the process, product, and history of craft. The Center's focus is on art objects made of clay, fiber, glass, metal, wood, and mixed media.

### **Facilities Management**

- Maintains 11,350-square-foot facility with rotating exhibition spaces, artist studios, public spaces, grounds, and staff offices, plus a garden and off-site storage space
- Oversees all on-site building systems, including HVAC, climate control, electrical, communications, IT, plumbing, life safety, drainage, security, and others to insure they are in working order
- Oversees all service providers and maintenance crews during day-to-day servicing of the building systems, spaces, and grounds, in addition to larger-scale building projects
- Maintains building maintenance and inspection records
- Assists in researching and obtaining solutions for project-specific needs, including updates to the facility
- Creates and oversees annual budget for facilities department
- Tracks and processes payments for all maintenance and service vendors
- Performs handyman, custodial, and light construction duties, including repairs, general building monitoring, and maintenance as needed
- Monitors climate-control systems daily and manages climate-records history to ensure 24/7, conservation-quality environment in exhibition spaces
- Assists with event preparation, including set-up, tear-down, and cleaning
- Primary emergency contact for all building- and security-related issues
- Other duties as assigned

### **Exhibitions Support**

- Reports to Curator/Exhibitions Director during installation and gallery turnover periods
- Assists with handling, installation, documentation, packing, and shipping of artwork and gallery technology (projectors, monitors, motion sensors, etc.)
- Carries out painting, drywall repairs and general preparation of exhibition spaces
- Manages the transportation of all crates and packing materials to climate-controlled off-site storage, including loading and driving box truck
- Manages off-site storage, including inventory system for art crates and other exhibition materials



## Facilities Manager

HOUSTON CENTER FOR CONTEMPORARY CRAFT

### Qualifications

- Must be able to lift more than 50 lbs, work from 16-foot ladders and scaffolding, and carry out vigorous physical tasks on a daily basis
- Experience with building maintenance, repairs, and projects
- Experience handling, storing, and/or installing art
- Required to work some evening and weekend events
- Microsoft Suite proficiency
- Valid driver's license
- IT capabilities a bonus

### Application Process

To apply, please visit [https://crafthouston.formstack.com/forms/facilities\\_manager](https://crafthouston.formstack.com/forms/facilities_manager) to complete the online form and upload a cover letter, current resume, and references. HCCC is looking to fill this position as soon as possible, and you will be contacted if you are selected for an interview.

### Inclusion Statement

Houston Center for Contemporary Craft is an equal opportunity employer. HCCC does not discriminate on the basis of race, sex, sexual orientation, color, religion, national origin, age, military and/or veteran status, disability or any other characteristic protected by applicable federal, state, and/or local laws. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The Houston Center for Contemporary Craft's mission is to educate on the process, product, and history of craft, here in the city of Houston and across the country. In our exhibitions, educational programs, and artist residencies, we strive to create a diverse, equitable, and inclusive environment that provides access to the resources artists need to realize their creative and community endeavors.

For our audiences, we aim to reach all people, no matter their previous experience with, knowledge of, or access to the arts. HCCC is committed to serving as a community that welcomes and respects everyone—regardless of age, ability, ethnicity, race, religion, political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. To be of and for Houston, the most diverse city in the nation, we affirm our responsibility to be as inclusive as possible for all audiences.

For more information about HCCC, please visit [www.crafthouston.org](http://www.crafthouston.org).