



## Facilities Manager HOUSTON CENTER FOR CONTEMPORARY CRAFT

### Facilities Manager

- Reports to: Executive Director
- Classification: Full time, Exempt
- Compensation: \$45,000 - \$48,000 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 and surrounding property with rotating exhibition spaces, artist studios, public spaces, staff offices, grounds, and garden, as well as two off-site storage units.

The successful candidate for this position has prior experience managing building maintenance, repairs, and projects; exhibits flexibility and strong communication skills; and excels at problem solving and managing multiple ongoing projects. While this employee reports to the executive director, they also work closely with all staff members, artists, and volunteers in a team-oriented environment, as well as external service providers and contractors. They must be available to work a Tuesday – Saturday schedule to accommodate HCCC's public hours, as well as occasional evening events.

Located in Houston's Museum District, HCCC is a nonprofit arts center with a mission to inspire and connect people to the art and process of making. The Center's focus is on art objects made of clay, fiber, glass, metal, wood, and mixed media. Serving as a dynamic hub at the intersection of craft and contemporary culture, HCCC showcases emerging and acclaimed artists in exhibitions, engages visitors of all ages with hands-on programming, and supports the development of working artists through artist residency and retail programs.

### Primary Duties & Responsibilities

- Oversees all on-site building systems, including HVAC, boiler, climate control, electrical, plumbing, life safety, drainage, security, and others to ensure they are in working order
- Manages service providers and maintenance crews during day-to-day servicing of the building systems, spaces, and grounds, in addition to larger scale building projects
- Responds to/troubleshoots building and security emergencies
- Maintains building permits and inspection records
- Performs handyman, custodial, and light construction duties, including repairs, general building monitoring, and maintenance as needed
- Patrols grounds daily to maintain clean and orderly appearance
- Monitors climate-control systems daily and maintains climate-records history to ensure 24/7, conservation-quality environment in exhibition spaces
- Researches project needs and solutions; solicits vendor estimates for work needed
- Creates and maintains annual budget for facilities department
- Tracks and submits payment requests for all maintenance and service expenses
- Supports curatorial and residency programs with prepping gallery and studio spaces, including painting and drywall repairs
- Assists with transporting crates and packing materials, including loading and driving box truck
- Assists with event preparations, including set-up, tear-down, and cleaning
- Supports volunteer garden team
- Other duties as assigned



### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and to work at a computer. The employee is frequently required to use their hands to handle or touch objects, tools or controls and to talk fluently and to hear. The employee is frequently required to stand, walk, and to bend, and to safely handle hazardous materials. The employee must regularly lift and/or move objects weighing up to 50 pounds or more, including movement of sheet goods, lumber, artwork crates, pallet jack, and removal of trash.

### **Qualifications**

- At least three years of experience managing building maintenance, repairs, and projects
- 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
- Excels at managing multiple projects at once by prioritizing short- and long-term goals
- A team player who exhibits flexibility and effectively communicates with a variety of people, including staff, artists, volunteers, contractors, and service vendors
- Ability to think critically and problem solve
- Ability to implement systems and organize inventory
- Understands and adheres to general safety requirements and guidelines
- Works a Tuesday – Saturday schedule to accommodate HCCC's public hours, as well as occasional evening events
- Proficient in Microsoft Office Suite and G-Suite
- Has a valid driver's license

### **Other Desirable Skills**

- Knowledge of IT systems
- Basic fabrication and woodshop skills

### **Application Process**

#### **Deadline to apply: July 10, 2025**

To apply, please visit <https://craftthouston.org/employment-application/> 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; you will be contacted if you are selected for an interview.

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.

As an arts center in Houston, one of the most diverse cities in the nation, HCCC strives to be as inclusive as possible for all audiences and is committed to serving as an institution that welcomes and respects everyone, regardless of age, ability, ethnicity, race, religion, political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, or socioeconomic status. For more information about HCCC, please visit [www.craftthouston.org](http://www.craftthouston.org).