

EMPLOYMENT OPPORTUNITY

Director of Facilities and Security

Reports to: Director

Status: Full-time/ non-exempt with benefits

Supervises: Facilities, Security and Janitorial Staff

The Pulitzer Arts Foundation is an art museum that presents contemporary and historic art and public programs in its celebrated Tadao Ando building. Located in the Grand Center Arts District in St. Louis, MO, the museum campus includes a main museum building, designed by Tadao Ando, as well as several historic and administrative buildings and public grounds. The standard of care for the museum is beyond that of a typical building, requiring a higher level of quality on par with the care of the artwork in the building.

Job Purpose

To provide oversight of the Facilities, Security, and Janitorial departments, and maintenance of the Pulitzer Arts Foundation campus. Management of part-time and full-time staff, and contractors, and ensures the safety of the museum's staff, visitors, and guests.

Experience and Background Skills

Bachelor's degree with focus on business, technical, or management areas preferred, or an equivalent combination of education and experience. A minimum of five years of experience directing the operations of a facilities department required. Knowledge and experience of architectural, electrical, and mechanical systems, as well as contract negotiation, and security procedures required. Candidate should also possess strong communications skills, budgeting experience, and strict adherence to professional ethics, including an evident practice of high-level confidentiality.

Position Responsibilities and Duties

Facilities

- Develop and maintain a working knowledge of the operation and maintenance of the Pulitzer's buildings and grounds. Maintain all systems integral to the campus' functionality.
- Facilitate the inspection, maintenance, and repair of buildings and properties, including but not limited to physical infrastructure and monitoring systems.

- Contract with service providers for required building services. Coordinate all necessary repairs so that they are done in a timely manner and in relation to the other activities within and around the museum and campus. Administer maintenance agreements as appropriate.
- Maintain the campus grounds, including inspection and upkeep of outdoor spaces and landscaping.
- Support capital development planning processes for primary operating systems and capabilities. Oversee the research and implementation of capital improvement projects.

Security

- Supervise the management of the Security team, and provide maintenance of all security systems, including alarms, surveillance systems, access controls, building maintenance, and compliance.
- Maintain emergency preparedness procedures and safety systems.
- Connect with security teams in the Grand Center Arts District and relevant local organizations.

Janitorial

- Maintain proper standards of cleanliness throughout the interior and exterior of the facilities. Conduct daily walk-throughs to identify needs.
- Supervise the management of the cleaning staff and janitorial services.

Administrative

- Prepare and monitor annual budgets, and contribute to annual planning cycle.
- Maintain all facilities, maintenance, and security policies and procedures, as well as work closely with department heads in the organization on changes.
- Collaborate with staff in support of exhibition installations, public programs, and events, including reviewing artwork and installation plans.
- Manage all compliance inspection processes. Ensure all annual inspections are completed and submitted to the city of St. Louis, and manage all key relationships.
- Collaborate with IT consultants in the maintenance and administration of security systems, communications, and network infrastructure.

The Pulitzer Arts Foundation is an equal opportunity employer.

HOW TO APPLY

Interested applicants should send a cover letter and resume via email to: Sharice Williams, Director of Human Resources at employment@pulitzerarts.org.