MoMA PS1 JOB DESCRIPTION

<table>
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<tr>
<th>Title:</th>
<th>Associate Director of Facilities and Operations</th>
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<td>Status:</td>
<td>Full-time, Exempt</td>
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<tr>
<td>Reports to:</td>
<td>Chief Operating Officer</td>
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<td>Date:</td>
<td>10/2019</td>
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**Summary**
The Associate Director of Facilities and Operations works to maintain a high standard of professionalism and excellence in overseeing, managing, and coordinating all aspects of museum building operations and long term building planning across a unique campus and challenging facilities. Primary responsibilities include overseeing and managing building operations projects, planning and managing capital projects, security and safety management, IT infrastructure, gallery climate and HVAC, security staffing, security infrastructure and procedures, as well as departmental and project specific budget management.

**Supervision**
The Associate Director of Facilities and Operations reports to the Chief Operating Officer and actively participates in the management and supervision of the Assistant Manager of Operations and Security and Maintenance Teams.

**Responsibilities**

- Manage and oversee the full operations of the MoMA PS1 campus - providing supervision to the Maintenance and Security Teams with the Assistant Manager, overseeing and managing capital projects, mapping out strategic and preventative work across the the Museum's campus, and supporting the Museum's cafe and other third party vendors on-site.
- Manage security and safety procedures and serve as the organizational lead when managing communications with law enforcement, medical personnel, and other third party agencies; ensure the Museum’s teams are properly trained to respond to emergency situations.
- Work collaboratively with the Museum’s departments to support public programming including, but not limited to; symposia and workshops, large-scale community events and concerts, and private functions.
- Devise and implement MoMA PS1’s capital projects, overseeing budgets and managing work being done on the MoMA PS1 campus.
- Function as the primary point of contact for all capital projects and manage relationships between MoMA PS1, NYC Department of Cultural Affairs and the New York City Department of Design and Construction. Function as the primary point of contact to MoMA building operations, IT infrastructure and Security to plan and implement necessary building improvements and projects.

**Qualifications**
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Minimum of five years of experience in progressively responsible roles in museum operations, or comparable combination of experience and substantial knowledge of art museums, facilities, and building systems, including three to five years in leadership and supervision.

Related Bachelor’s degree or equivalent experience...

Proven skill in leading by example, supervising, training, and effectively improving staff performance, as well as adapting work flows and procedures to improve efficiency, collaboration, and service.

Demonstrated ability to prioritize and manage time, multitask, take initiative, and meet deadlines in a fast-paced environment with dynamic and rapidly shifting priorities.

Excellent organizational abilities, analytical skills, and attention to detail with ability to not lose sight of the big picture.

Professional and positive attitude and demeanor, with exceptional oral and written communication skills; demonstrated skill in presenting information and facilitating positive dialogue with public and de-escalating tense situations.

Ability to converse technically and negotiate with, as well as direct and supervise, work of wide range of vendors, including engineers and technicians, regarding museum systems and operations.

Ability to work productively and collaboratively with all levels of management and support staff, and maintain a highly professional and positive attitude in a dynamic and creative setting.

Experience working with a unionized workforce

Strong organizational ability, analytical skills, and attention to detail.

Exceptional judgment, professionalism, and discretion in handling confidential and sensitive situations and matters.

Availability to work nights, weekends, and holidays, as needed, and to respond to emergency situations on an “on call” basis.

To Apply:
Please send your resume and cover letter to employment_ps1@moma.org and include either “Associate Director of Facilities and Operations” in the subject line.

Be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions. Thank you for your interest in employment opportunities at MoMA PS1. MoMA PS1 is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

For more information about MoMA PS1, please visit https://www.MoMA.org/ps1