

235 Lake Street
Elmira, New York USA 14901-3191
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ArnotArtMuseum
@ ArnotArtMuseum

ARNOT ART MUSEUM

POSITION AVAILABLE

Maintenance Manager Full-time, non-exempt

The Arnot Art Museum seeks a Maintenance Manager to join its team in an award-winning creative environment. The position presents a regular Monday-Friday weekly schedule with some scheduled evening programs. This individual is a lead contact for matters related to facility issues, which requires some on-call time and off-hours response. Compensation is commensurate with experience; there is a full benefits package.

Position Description and Responsibilities The position is responsible for the safe, effective, and efficient monitoring and operation of the Museum's physical plant. The Manager handles custodial, maintenance, and repair procedures to safeguard staff, visitors, and Museum property. This individual monitors and oversees the Museum's facilities maintenance program and repairs, including HVAC, plumbing, electrical, mechanical, structural, interiors, the grounds, etc.

The position involves administrative and hands-on work, including performance of building maintenance and custodial duties such as cleaning, minor repairs and systems maintenance on an as needed and regularly scheduled basis. Standard duties include: establish cleaning protocols for daily custodial procedures; manage supplies and equipment needs for all areas of the facility including restrooms, offices, conference rooms, staff kitchen, and public spaces; oversee and manage vendor access for preventative maintenance and repairs.

The Maintenance Manager will: make recommendations for facility improvements and assist with short- and long-term capital planning; and maintain plans for the facility and consult with necessary contractors on facility repairs or improvements. The Manager works closely with multiple departments to determine demands of new exhibitions, public programming, or special events, including but not limited to lighting, plumbing, electrical needs; assists with cost effective and creative solutions, as well as oversees vendor plans for the install and breakdown of events and facility rentals.

The Maintenance Manager assures compliance with the Museum's unique security procedures, and responds to emergency situations as they arise.

The Arnot Art Museum is a world-class institution of fine art located at 235 Lake Street in Elmira, New York. Housed in its original 1833 showcase with a grand late-twentieth century gallery addition, the Museum displays its permanent collection of 17th- to 19th-century European paintings and 19th- to 21st-century American art. Temporary exhibitions highlight various aspects of the collections and include works from around the world. The Museum has a primary focus on Contemporary Realist art in its collecting and exhibitions.

Qualifications

- HS Diploma or GED with minimum two years working experience in related field preferred; technical training preferred. Background clearances are required.
- Must be able to stand/walk for long periods of time. This position will require operation of mechanical lifts and work from ladders, scaffolds. It will also require periods of standing, cleaning, bending, stooping, lifting equipment, moving furniture to perform certain duties.
- Applicant must be able to lift/carry/move 50 lbs.
- Work may be subject to a rotational and on-call basis including evenings, weekends and holidays.

Timeline Applications will be accepted until the position is filled.

Contact No telephone inquiries, please. Email a resume & letter of interest to: director@arnotartmuseum.org
Alternately, materials may be mailed to the Executive Director's attention at:
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235 Lake Street
Elmira, New York USA 14901