



JOB DESCRIPTION: FACILITIES MANAGER (CONTRACTUAL/STAFF MEMBER)

Bronx Council on the Arts

Founded by visionary community leaders in 1962, The Bronx Council on the Arts (BCA) is a pioneer in advancing cultural equity in The Bronx. From our early beginnings as a presenter of affordable arts programming in select Bronx neighborhoods, we have grown into a cultural hub that serves the entire creative ecosystem of the borough. Our programs serve artists, the public, and the field at large by building connections, providing resources, and advocating for equitable practices. Then as now, we focus on supporting the work of underrepresented groups – especially artists of color, women, and members of the LGBTQ+ community. Through this lens we offer affordable programs for seniors and youth, and provide direct services to over 1,500 artists and 250 community-based arts groups each year. We are a LEED- Silver Certified building, 6,269 sq. ft with 3 floors and a parking lot.

Bronx River Art Center (BRAC)

Bronx River Art Center (BRAC) is a culturally diverse, multi-arts, non-profit organization that provides a forum for community, artists, and youth to transform creativity into vision. Our Education, Exhibitions, Artist Studios, and Presenting Programs cultivate leadership in an urban environment and stewardship of our natural resource — the Bronx River. BRAC has been an anchor for art, culture, and environmental and urban revitalization in the West Farms neighborhood of the South Central Bronx for more than 30 years. It has provided a wide array of rich cultural services, educational programs, opportunities for leadership, and an enhanced quality of life to an otherwise underserved, ethnically diverse, and economically challenged population. Our goal is to encourage residents to engage in creative activism toward the revitalization and future of their neighborhood. We are a LEED-Silver Certified building, 18,000 sq. ft with 4 floors.

Mind-Builders

Mind-Builders Creative Arts Center provides dance, music, karate, theater, and folk culture classes to youth and adults in the north Bronx. The 4-story 100-year-old building is 15,000 square feet, including large dance rooms, smaller music rooms, offices, and a small cafe area. The outdoor area includes a large playground in back. All building systems were installed new in 2013 during a gut rehab of the building. We are a LEED-Silver Certified building, 15,000 sq ft with 4 floors.

Bronx Council on the Arts

2700 East Tremont Avenue, Bronx, NY 10461
718.931.9500 • www.bronxarts.org

THE POSITION:

This is a shared position across three nonprofit arts organizations. All three buildings are newly renovated with up-to-date building systems (digital, computerized, etc.)

Reporting to the three Executive Directors, the Facilities Manager will be responsible for the following:

Essential Duties and Responsibilities

- Handle current maintenance agreements for systems and equipment
- Implementing LEED facility policies and procedures
- Provide onsite coverage for all maintenance and warranty issues. Be “hands-on”.
- Handle procurement of new maintenance agreements for all building systems including but not limited to HVAC, boiler, elevator, plumbing, lighting, Department of Buildings and FDNY permits, inspections and violations, warranties.
- Supervise a cleaning team in each facility.
- Assist with the care and maintenance of the facilities systems including (HVAC, plumbing, electrical, fire alarms, etc.) and public, office, and storage areas.
- Manage the inventory control of building cleaning and maintenance supplies and inform administrative staff about reorders.
- Keep track of contractor invoices.
- Manage the building security system, oversee and update warranties on all systems.
- Keep track of inspection calendars for all systems, e.g. fire alarm, elevator, boiler, etc.
- Provide monthly update reports to Executive Directors on jobs, projects, maintenance activities, etc.
- Ad hoc projects.

Position Requirements and Skills

- 5+ years of experience as facilities manager/ supervisor
- All necessary certifications for management of the facilities
- Strong knowledge of building systems
- Strong problem solving, planning and organizational skills, and the ability to handle several duties simultaneously
- Ability to navigate municipal, state agencies and their websites
- Good verbal and written communication skills
- Detail oriented, self-sufficient and proactive
- Dependable and reliable; ability to work independently
- Mature, business savvy, ability to prioritize tasks and manage time effectively

- Strong interpersonal skills and a good sense of humor
- A commitment to BCA's mission and values
- Fluent in English.

Educational Requirements

- Minimum HS diploma.
- Bachelor's degree preferred but experience may be substituted for college degree.

Compensation: Commensurate with experience.

Please send a cover letter and resume to: bronxarts@bronxarts.org - with subject line "***Facilities Manager – Contractual/ Staff Member***". No phone calls please.

Bronx Council on the Arts, BRAC, and Mind Builders are Equal Opportunity Employers (EEO). All candidates will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

Closing Date: Position open until filled.