Facilities Coordinator

ABOUT THE HENRY
The Henry Art Gallery was founded as Washington State’s first art museum in 1926, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision: henryart.org/about.

POSITION PURPOSE
The Facilities Coordinator (FC) is responsible for coordinating and overseeing museum facilities upkeep and improvement projects, and for managing building and art storage security and staff safety. The FC ensures museum facilities are used safely, responsibly, and reasonably for appointments, programs, and events.

This position is responsible for assessing, addressing, and coordinating building and grounds maintenance, upkeep, and other general facility needs. The Henry Art Gallery facilities are maintained through a partnership with the University of Washington. This position coordinates with UW Facilities Services to ensure regular maintenance, special projects, and other building concerns are attended to in a timely manner. The FC also works independently to identify and complete light facilities and maintenance projects.

The FC works closely with Security at the museum. In coordination with this team, the FC ensures the museum remains secure and safe for staff and visitors. The position is responsible for overseeing the overall administration of the building security program. The Facilities Coordinator works with the Security Supervisor to maintain security systems (such as cameras) developing access protocols, and more.

COMMITMENT TO EQUITY
The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been — and continue to be — oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see washington.edu/raceequity.

SALARY RANGE: $50,000 - $55,000 at .9 Full-Time Equivalent (FTE), or 36 hours per week; equivalent to $55,555 - $61,111 at 1 FTE
STATUS: Regular Full-time, FLSA non-exempt, benefits eligible

SCHEDULE: 36 hours per week, Tuesday – Friday

REPORTS TO: Director of Finance and Administration

WHAT THE FACILITIES COORDINATOR DOES AT THE HENRY:

Facilities
- Facilitate building and grounds maintenance and repairs through UW Facility Services and, when necessary, outside private contractors; acting as on-site coordinator for such projects to ensure they are completed in a safe, timely manner.
- Conduct regular walk-throughs of the building and grounds to ensure that facilities are clean, presentable, and in working order.
- Closely monitor the HVAC system to ensure building temperature and humidity are at appropriate levels.
- Oversee and coordinate capital repairs and special projects that require UW Facility Services and/or subcontractor work.
- Manage off-site storage space allocation for non-art materials.
- Coordinate archival transfers, records retention, and shredding with the University of Washington.
- Manage and negotiate the café lease if renting to outside service provider, in conjunction with UW Leasing office; act as point-of-contact for café manager.
- Serve as point of contact for UW Custodial Services.
- Oversee and coordinate facility needs for all museum programs and events, in coordination with program lead; coordinating with Henry staff to prepare, set up, and break down facilities usage for events.
- Identify and perform minor building maintenance tasks and projects.
- Liaise with the Security team and Security Supervisor on a daily basis to ensure building is functioning safely and regularly.
- In coordination with Security Supervisor, responsible for overall management, repair, and administration of museum security systems.
- Develop and ensure compliance with museum security protocols and initiatives.
- Review, implement, and monitor policies and procedures for building access and use.
- Work with the Exhibitions, Visitor Experience, and Security teams to address security and facilities concerns for upcoming exhibitions.
- Along with the Security Supervisor, act as the primary contact for the on-call response team to after-hours alarms and concerns

Safety and Emergency Management
- Develop and facilitate all-staff emergency and safety trainings as needed.
- Serve as liaison with UW Environmental Health and Safety program to ensure the Henry complies with their regulations and recommendations.
- Facilitate and participate in regular review and planning of exhibition facility needs and impacts with the Manager of Exhibitions and Registration and Senior Curator.
- Manage emergency and disaster response; maintaining, communicating, and distributing the Emergency and Disaster handbook.
• In coordination with Security, ensure the facility is safely and appropriately closed during emergency circumstances such as inclement weather, power outage, etc.
• Acting as Incident Commander in the event of an emergency situation.
• Serve as primary contact for UW Environmental Health and Safety (EH&S) and Occupational Health and Safety (OH&S) offices.
• Maintain workplace safety standards as set by UW and government laws and regulations.

Operations & Administrative
• Develop and oversee the facilities budget in coordination with the Director of Finance and Administration.
• In collaboration with other museum departments and staff: plan, coordinate, and execute special events for the museum, as well as for the UW.
• Report accidents to UW Online Accident Reporting System (OARS).

Other duties as assigned

REQUIRED SKILLS:
• Demonstrated experience with building security, facilities, and maintenance management (typically at least 3 years).
• Demonstrated experience with cross departmental collaboration
• Independent project management; ability to take initiative and work efficiently with minimal supervision.
• General knowledge of HVAC systems.
• General knowledge or experience with sensitive environments.
• General building maintenance experience including but not limited to: plumbing, painting, electric, reading blueprints.
• Communication under pressure: ability to effectively communicate with people in stressful situations and gather relevant information in the event of related incident; excellent verbal and written communication.
• Ability to be flexible in adjusting to changing priorities and workload activities.
• Ability to work under deadline and multi-tasking pressure in a busy environment with frequent interruptions.
• Valid driver's license.

DESIRED SKILLS:
• Interest in contemporary art, museums, or working in a creative environment.
• Demonstrated experience in independent management within a non-profit organization; preferably museums, galleries, or similar institutions.
• Familiarity with OHSA laws and regulations and Washington L&I DOSH Standards and Regulations
• Familiarity with construction terms.
• Familiarity with museum environmental standards.
• Experience with art safety and storage.
• Able to analyze, develop, and implement changing and complex systems and procedures.
If the above description does not fit you precisely but you think you would be an excellent fit for this role, please apply. We encourage you to speak directly to areas of potential growth, interest, and/or experience in your cover letter.

**BENEFITS:**
- **Medical, Dental, Vision:** Eligible to enroll in the Henry’s medical, dental, and vision insurance package. The Henry pays 100% of the cost for employees.
- **Vacation:** Accrue Vacation hours at a rate that increases with years of service, beginning at a rate of 9 hours per month (amounting to approximately 12 days or 3 weeks, using the Henry’s standard work week of Tues-Fri).
- **Holidays and Holiday Credit:** 11 paid holidays, plus 1 annual personal holiday; eligible to accrue Holiday Credit hours for holidays falling on non-work days at a rate of 7.2 per holiday
- **Sick Leave:** Sick leave accrued at a rate of 1 hour of sick leave per every 40 hours worked
- **Retirement:** Employees can elect to participate in the Henry’s 403(b) retirement plan and make contributions per payment through deferred compensation; after six months of employment, the equivalent of 3% of your compensation will also be contributed by the Henry

**The employee will have also have access to or receive:**
- Affiliate University of Washington employee status, with access to such things as: the UW library system, ability to purchase an IMA gym membership
- One UW Professional and Organizational Development (POD) Course per year
- A Professional Membership to the American Alliance of Museums (AAM)
- Up to $50.00 reimbursement for materials towards the employee’s understanding of Diversity, Equity, Accessibility, and Inclusion
- Public Transportation Reimbursement Program: the Henry will fully reimburse the cost of a quarterly U-PASS, or up to $150 of actual expenses for ORCA purchases per quarter

**APPLY:** Please send a cover letter and resume to opportunities@henryart.org, in one PDF if possible. Applications received by June 19, 2023 will be reviewed first. No phone calls, please.

Diverse backgrounds make us stronger. We highly encourage Black, Indigenous, People of Color, LGBTQ+, and individuals of all abilities to apply.