



FACILITIES MANAGER

DEPARTMENT: Exhibitions

SUPERVISOR: Director of Exhibitions

STATUS: Full-Time

Founded in 1964, The Aldrich is dedicated to fostering the work of pioneering artists whose ideas and interpretations of the world around us serve as a platform to encourage creative thinking. The only museum in Connecticut devoted to the art of our time and throughout its fifty-three year history, it has been a leader in shaping current cultural dialogue, presenting innovative exhibitions of contemporary art, engaging the community through thought-provoking interdisciplinary programs, and presenting groundbreaking education initiatives.

Position Overview:

The Facilities Manager is in charge of managing the maintenance of the Museum's facilities and grounds, both public and back of house. The ideal candidate demonstrates a pride of ownership for the museum, and an understanding of the importance of safety, cleanliness, and proper functioning of all systems and areas of operation.



The Museum's Facilities Manager oversees, coordinates, and participates in the maintenance and upkeep of the Museum's buildings, grounds, and mechanical systems.

Responsibilities will include, but are not limited to:

- **Hiring and scheduling appropriate personnel for cleaning the lobby, restrooms, education center, and administration building**
- **Monitoring and controlling the building's HVAC and security systems**
- **Maintaining the building's lighting systems**
- **Cleaning gallery spaces, particularly adjacent to fragile artwork**
- **Liaising with appropriate government officials, such as Ridgefield's Fire Marshall, on facilities inspections to ensure compliance with all applicable codes and regulations**
- **Procuring maintenance materials**
- **Performing basic building maintenance (spot painting, etc.)**
- **Hiring and supervising HVAC, sprinkler system, electrical, plumbing and security system contractors for all aspects of the Museum's physical plant**
- **Hiring and supervising outdoor maintenance contractors, particularly in relationship to sculpture and other artworks on the Museum's grounds, as well as roofs, gutters, exterior lighting, painting and landscape maintenance**



- **Maintaining excellent working relationship with vendors and contractors**
- **Securing all certificates of insurance, contracts and warranties as needed**
- **Participating in facilities expense planning and budgeting and providing assistance in controlling spending within approved guidelines**
- **Cleaning artwork when appropriate (in conjunction with the Registrar)**
- **Working cooperatively with the Museum's Exhibitions Manager on exhibition tasks as needed**
- **Working closely with the Museum's Head of Special Events and Rentals and Education Department on the planning, preparation and set up for events at the Museum including set up and break down of furniture and A/V equipment for museum events/programs and scheduling/oversight of custodial services required pre and post events and programs**

Desirable Skills:

- **Minimum 3-5 years facilities management experience with budgetary responsibilities**
- **Prior HVAC, electrical, plumbing and lighting experience**
- **Experience using tools and performing general repairs and maintenance**
- **Experience with vendor management and contracts**



- **Flexible availability including early mornings, evenings and weekends as needed**
- **Available to be on-call after hours to respond to emergency situations**
- **Position requires living within 20 minute drive of the museum**
- **Ability to safely lift up to 50 lbs.**
- **Museum experience helpful**
- **Desirable skills include basic construction and mechanical abilities for tasks such as building simple sculpture pedestals, temporary walls, outdoor sculpture installation, etc.**

Application Instructions:

Please send a cover letter and resume to: jobs@aldrichart.org, with the subject line “Facilities Manager.” Qualified candidates will be contacted. No phone calls, please.

Position available immediately.

Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- **The goal of achieving equal opportunity for all.**
- **Providing an inclusive and welcoming environment for all members of the community.**
- **Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.**



- **Providing a workplace free from harassment of all kinds.**
- **Compliance with all federal and state legislation and regulations regarding non-discrimination.**

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.