



### **Technical Services & Facilities Manager**

Under the direction of the Operations Manager, the Technical Services & Facilities Manager is a full-time position responsible for all technical aspects of museum exhibitions, events and facility uses. This position is also responsible for supervision of the museum's maintenance and infrastructure systems, including buildings, utilities, grounds and technical systems.

#### **Essential Responsibilities**

- **AV and Technical Systems**

- Manage all aspects of indoor and outdoor audiovisual, lighting and technical support for daily operations, facility rentals and museum events
  - Coordinate preplanning, set up and take down of all related equipment
  - Serve as onsite engineer and event technician, including all components of video streaming/presentation and live sound reinforcement
- Coordinate the installation and maintenance of all related equipment
- Troubleshoot, diagnose and resolve related equipment failures
- Identify opportunities to optimize processes and drive new ideas to improve internal operations and the visitor experience
- Maintain complete documentation for all museum technical systems with ongoing expense projections (1-, 3- and 5-year terms) for planned maintenance and upgrades

- **Infrastructure**

- Supervise the maintenance department and the delivery of any related services performed by external contractors
- Manage the operation and maintenance of the security and fire systems, including routine tests and safety drills
- Prepare an annual report to outline the current status of buildings, grounds and technical systems, as well as an annual budget for prioritized repairs and upgrades
- Maintain complete documentation for all museum infrastructure areas with ongoing expense projections (1-, 5- and 10-year terms) for planned maintenance and upgrades

- **Additional Duties**

- Manage relationships and contracts for vendors providing AV, technical and infrastructure services, including operation and security of the computer network, telephone system, website and wireless communications systems
- Act as onsite help desk for internal IT needs to troubleshoot minor issues and coordinate support for major issues with the designated independent contractor
- Ability to respond to after-hours security alarms, facilities emergencies and related calls
- Perform other duties as assigned

## **Qualifications**

- At least three years professional experience in AV/lighting operation and technical direction
  - Ability and desire to stay current with technological advances and trends
  - Experience with G Suite or similar collaboration and productivity software
  - Proven leadership and supervisory experience
  - Ability to adhere to OSHA and ADA regulations when installing or moving equipment
  - Ability to foster collaboration and cooperation between multiple departments
  - A sense of humor and willingness to be flexible
  - Availability to work a nontraditional schedule in support of events
  - *Technical expertise in woodworking, painting, electro-mechanical systems, metalwork, artistry and/or general fabrication a plus, but not required*

**To apply, submit a cover letter and resume to Kathryn Pardo at [kp@ohm.org](mailto:kp@ohm.org).**

*Qualified candidates will be reviewed on a rolling basis.*