



Facilities Manager Job Description - Crooked Tree Arts Center (Petoskey, MI)

Position Title: Facilities Manager

Location: Crooked Tree Arts Center, 461 E Mitchell Street, Petoskey, MI

Reports To: President

Status: Full-time, Exempt

Position Summary

As Facilities Manager at Crooked Tree Arts Center (CTAC) - Petoskey, you'll be an integral part of a community-based arts organization that has served Northern Michigan for over 50 years. At CTAC, our mission is to create ways for people to connect, learn, and grow through the arts. We offer year-round visual arts exhibitions, classes, lectures, and other special events.

CTAC is seeking a dedicated and reliable Facilities Manager to oversee the maintenance, operations, and improvements of all building-related activities. The ideal candidate will be responsible for ensuring the safety, functionality and upkeep of the facilities. This position will focus on maintaining the condition of the facilities while managing costs, optimizing space, and ensuring compliance with safety regulations. The Facilities Manager will also work closely with other departments to support the day-to-day operations of CTAC, including set up and clean up for events and general cleaning within its facilities.

Crooked Tree Arts Center - Petoskey Properties:

- Main facility is a 21,000 sq. foot building originally constructed in 1890
- Additional facilities in Petoskey:
 - 7,000 sq. foot Carnegie Building connected to main facility (building maintained by City of Petoskey - we oversee the cleaning and use of the Lower Carnegie space)
 - 4,000 sq. foot dance studio at 316 E. Mitchell (leased)

Key Responsibilities:

Grounds / Maintenance / Safety Compliance

- Oversee the day-to-day operations and building activities of Crooked Tree Arts Center, ensuring all areas are clean, safe, well-maintained, and secured at the end of each day.
- Perform and schedule regular inspections of building systems (HVAC, plumbing, electrical, security systems, fire suppression, etc.) and ensure that all repairs and maintenance are completed in a timely manner.
- Manage and coordinate routine preventive maintenance for all buildings, including equipment, grounds, and facilities.
- Repairs and paints the walls of the galleries in preparation for exhibitions.
- Responsible for snow removal around the property of CTAC keeping it in safe condition for visitors.
- Ensure that all facilities comply with local, state, and federal building codes, safety standards, and accessibility requirements.
- Lead emergency response efforts for any facility-related issues, including power outages, leaks, or natural disasters.

Events / Rentals / Vendor Coordination

- Ensure efficient use of spaces to support programs and events (classes, exhibitions, performances, community events, etc.) by collaborating with staff and Board representatives.
- Manage the use of rental spaces and equipment, coordinating with other staff to schedule and optimize space allocation.
- Manage relationships with external vendors, contractors, and service providers, ensuring timely and cost-effective service delivery.
- Oversee maintenance contracts and negotiate with suppliers for competitive pricing on services and supplies.
- Evaluate and select contractors for special projects, such as major repairs, renovations, or installations, ensuring quality standards and compliance.
- Leads any renovation projects or capital improvements.

Administrative / Project Management

- Develop and manage facility-related budgets, ensuring maintenance and improvement projects stay within financial constraints.
- Organizes and maintains a tool and supplies inventory for the proper maintenance of the facility.
- Serve as the staff liaison on the Facilities Committee.
- Coordinates workers provided through the Emmet County Court, when available.
- Manages part time cleaning staff, if applicable.
- Performs other similar and related duties as directed by the President not requiring materially different qualifications from those described in this document.

Knowledge, Skills, and Abilities Required:

- Ability to lift up to 50 pounds, climb ladders, perform general maintenance tasks, and work outdoors in varying weather conditions.
- Strong knowledge of building systems (HVAC, electrical, plumbing) and general construction, and experience with routine facilities and equipment maintenance.
- Ability to maintain the facility in a clean, orderly, and safe condition.
- Willingness to learn theater lighting and sound.
- Strong organizational skills and the ability to manage multiple projects simultaneously under pressure.
- Effective communication skills and basic computer skills including email communication
- Proficiency in maintaining accurate records of supplies, equipment, service, and materials purchases and inventory.
- Ability to motivate and direct part-time staff and volunteers effectively, as needed.
- Experience with budgeting, cost control, and resource management.
- Knowledge of safety standards and regulations related to facilities maintenance.
- Comfortable working in a non-profit environment with donors, members, and board of directors.
- Some evenings and weekends required.

Minimum Qualifications:

- Education: Associate's degree or equivalent experience in building operations, maintenance, or a similar role will also be considered.
- Experience: Minimum of three years of experience in facilities management, maintenance, or operations in a commercial, cultural, or arts-related environment. Experience in managing historic buildings is a plus.

Benefits and Compensation:

- Salary commensurate with experience
- Health Insurance provided
- 403 B Retirement Plan
- Short Term Disability Plan
- Two weeks paid vacation plus paid time off during Christmas and New Year's Eve, and Spring Break.

Application Instructions:

Interested applicants should submit a resume, cover letter outlining their experience and qualifications, and three references to Angela Morris at angela@crookedtree.org.

Posted November 26, 2024