

## Ella Sharp Museum Job Description Director of Facilities and Grounds

Reports To: Executive Director	Supervises: Facilities Supervisor, & Custodian,
Classification: Full Time, Exempt	
Department: Facilities	Salary range: Director, \$50,000
Location: 3225 Fourth St. Jackson, MI	annually, 40/hr. week

### **About the Ella Sharp Museum**

The Ella Sharp Museum, founded in 1965, offers programs, exhibits and experiences preserving community history, advancing art appreciation, and understanding, and connecting children with science. Our 6-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, two 19<sup>th</sup> century barns and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 37 accredited institutions in the state of Michigan.

### **About this position**

The Director of Facilities and Grounds is responsible for the management of all aspects of facilities operations, interior, exterior and grounds maintenance, custodial services, parking lot, safety, environmental health, security and emergency management. Please see the property map below. This is a hands-on position that includes supervising staff as well as performing maintenance and custodial work as needed. The museum operates 7 days/week, and the Director of Facilities and Grounds must manage/personally staff the facility on evenings and weekends to meet program needs.

The Director of Facilities and Grounds is a member of the senior staff team that includes the, Director of Curatorial Affairs, Director of Member and Volunteer Engagement, and the Accounting and Business Office Manager. The mission will serve as the guiding force and impetus behind the work.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

### **Key Responsibilities:**

- Responsible for all aspects of facility operations, maintenance, and grounds across the ESM.s campus/grounds.
- Develop maintenance plans for the museum's historic buildings, including farmhouse and historic barns.
- Coordinate and assist with event setup, support, and cleanup to ensure seamless event execution.
- Perform maintenance on and/or oversee staff and contractors who work on all aspects of the building and grounds, including HVAC, plumbing, sewer and water systems, electrical and lighting systems, security and fire systems, elevators, building structure, grounds, and equipment.
- Develop and manage preventive maintenance program, identify, receive, recommend, prioritize and act on maintenance needs and requests.
- Primary point of contact for security system company, respond to alarms.
- Manage, schedule, and evaluate department personnel.
- Manage and update Disaster Preparedness Plan, working alongside departments where needed
- Work with other departments to maintain and oversee safety, environmental health, security, fire protection, and emergency management plans.
- Create and maintain an annual workflow calendar highlighting major operational projects.

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- Implement policies and procedures to comply with facilities regulatory requirements (e.g., OSHA, licensing, inspections).

### Desired Qualifications:

- High school diploma required; Bachelor's degree preferred.
- Organizational and management skills to effectively oversee staff, projects, and operation
- Experience in a facilities management role required, including management of contractor relations; experience in a museum or other non-profit organization desired.
- Working knowledge of commercial HVAC systems
- General building maintenance knowledge and hands-on skills
- Knowledge of standard principles of facilities safety, environmental health, security, fire protection, and emergency management
- Strong communication skills (verbal, written and listening) and the ability to effectively communicate with the staff and the public.
- Strong problem-solving skills
- Must pass background check.
- Must possess a valid Driver's License.

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend, and reach above and below shoulder level, and lift, carry, push, pull up to 50 lbs. The position involves frequent repetitive motion and the visual acuity to determine the accuracy, neatness, and thoroughness of assigned work. The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

The Ella Sharp Museum benefits package includes health insurance, life insurance, a Simple IRA with employer match, paid holidays, and generous Paid Time Off.

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