



## Asia Society Career Opportunity

**Location:** New York

**Position:** Director of Facilities and Services Code 2002

**Purpose:**

To oversee construction, building operations and maintenance in a bustling multi-purpose building, encompassing, offices, a museum, an auditorium and multiple meeting spaces. Plans and directs all phases of facility management including construction oversight, engineering, maintenance, and security teams. Works closely with Museum staff in art installation renovations, moves and transfers. Provides oversight and liaises with contractors on all major building projects from planning to actual construction. Reports directly to the Sr. VP & COO and advises senior management on regulatory changes, safety concerns and efficiency opportunities towards the goals of creating a safe and attractive environment for employees, guests and visiting dignitaries.

Understands the technical aspects of the property, supports day to day business operations, ensures efficient operations of facilities, manages facilities budgets, directs routine maintenance, responds to emergencies, manages risk and contractors, oversees security, and conducts site inspections. The Director of Facilities and Services is an integral part of the Museum's operations team and participates in events, exhibitions, and gallery exhibition furnishings in consultation with other staff and provides critical support for some 50 events annually.

**RESPONSIBILITIES:**

- Oversee building maintenance and security staff as well as janitorial and other building service providers (e.g., plumbers, technicians, service providers, elevator technicians, engineers, etc.); monitor and manage systems for HVAC and electrical (with building engineers), security and alarm; building permits and insurance plans and service contracts.
- Advise senior management on any new regulatory, safety or technology challenges, changes or opportunities
- Responsible for ensuring that exacting temperature and humidity standards for Museum artwork are monitored and maintained.
- Maintain oversight for security supervisors, as well as, security officers. Assist in identifying security initiatives and work to constantly update security guidelines and procedures. Assist the Security Manager in setting goals and planning for the future.
- The Director is also responsible for the maintenance and management of all of the Museum's non-art storage.

Founded in 1956 by  
John D. Rockefeller 3rd

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- Prepare facilities budgets and monitoring Museum building expenditure design and plans. Use creativity in working within budget constraint, especially dealing with unexpected repairs
- Ensure compliance with New York City codes, regulations and laws
- Other duties as assigned

## QUALIFICATIONS:

- Required licenses and certifications: NYFD Refrigeration Machine Operators License, Fire Safety Directors Certificate, S-12 Sprinkler and S-13 Standpipe Systems Certificates and all other NYFD required certificates for a high rise building.
- BA in facilities management, engineering, business administration or relevant field or 7-10 years of experience working in a museum, higher education institution, or similar type of facility. A minimum of two years of security experience.
- Excellent understanding and knowledge of facilities issues including HVAC, electric, plumbing, painting, and carpentry
- Ability to read schematic designs and blueprints.
- Familiarity with current New York City/State codes and safety regulations.
- Experience in budget management, purchasing and securing competitive bids
- Significant leadership and team building experience and ability to communicate effectively with people at all levels.
- Excellent analytical/critical thinking and ability to solve problems.
- Excellent verbal and written communication skills
- Excellent organizational, project management, and interpersonal skills
- Ability to function effectively in a team-based environment
- Ability to solve problems creatively and formulate/implement process improvements
- Ability to manage multiple priorities in a fast paces, changing environment, exercising independent judgement to plan and prioritize a diverse workload
- Detail oriented, self-motivated, and able to take initiative, work independently from both written and verbal work orders
- Proficiency in Microsoft Word, Excel, and Outlook. Knowledge of Salesforce is a plus.
- Ability and availability to work some nights and weekends/respond to emergencies both during the day and after hours, as needed.

## HOW TO APPLY

Please email your cover letter, resume and salary expectations to:

[buildingservicejobs@asiasociety.org](mailto:buildingservicejobs@asiasociety.org)

List job code 2002 and job title in the subject line.

Asia Society is an equal opportunity employer.

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