



Academy Museum of Motion Pictures Director of Facilities

Position Posted: September 4, 2015

Job Summary

The Director of Facilities, will act as the day-to-day internal manager and coordinator of the maintenance preparation and construction efforts needed to develop and ultimately open the Academy Museum of Motion Pictures. In addition, the Director will review and organize maintenance, design and construction need and comments flowing to and from the internal project team.

Once the museum is up and running, the Director will maintain and monitor physical plant operations, direct staff in performance of building maintenance, housekeeping and landscape services, manages mitigation and monitoring efforts, and provide assets and labor in support of museum operations in a new building. The Director will develop, implement and monitor annual buildings and grounds budgets including in house staff and contracted work.

The Director will meet periodically with the Museum Director to review the building systems design and to ensure that the new facility is easily, affordably and practically maintainable.

Duties and Responsibilities

During the design and construction:

- Act as a liaison between the external and internal project management teams, ensuring clear communication and efficient decision making
- Assess differing programmatic and design options
- Review and make recommendations on specified equipment for the project with a focus on the MEP systems
- Make recommendations on any maintenance related issues of the building and system design and research any potential maintenance subcontracts required by the new design
- Provide a preventive maintenance program that ensures all assets are maintained in accordance with industry recommended best practices and manufacturer's instructions.
- Ensure that planning, execution, monitoring and reporting are all in line with the strategic goals and program documents
- Work closely with the project's landlord (LACMA) on needed documentation and approvals
- Participate in the punch list process of the new building with the project team
- Manage construction monitoring and mitigation efforts
- Oversee the proper turnover of manuals, warranties, and oversee required contract staff training
- Coordinate the building commissioning with the design team



When the new building is in operation or close to completion:

- Interview, hire, train, and direct buildings and grounds staff
- Procure ongoing service contracts after completion of warranty periods
- Through continuing inspections and direction to staff, ensure that the building and grounds appearance is exemplary
- Support other departments in ensuring that the museum delivers a quality experience to all visitors
- Work closely with the Director of Security to ensure that all safety and security systems operate correctly at all times
- Schedule staff and employ assets so that the department operates in an effective and efficient manner
- Ensure that housekeeping services result in a healthy, sanitary environment for staff and visitors
- Manage monitoring and mitigation efforts tied to the operations of the project
- Develop and direct the implementation of the buildings and grounds disaster and recovery management protocols
- Closely monitor the HVAC systems to maintain an environment that supports conservation of the collection
- Operate the Building Management System and associated controls
- Survey, select, monitor, and control vendors and contractors
- Act as the museum's representative for all buildings and grounds work performed by outside agents
- In consultation with other museum staff, plan and direct interior and exterior renovations
- Develop, implement, and monitor the annual department operating budget and the budget for capital improvements including work assigned to outside agencies
- Coordinate museum building operations and maintenance as needed with LACMA

Qualifications and Requirements

- Proven experience with large-scale building design, development, construction and project management processes and procedures.
- Proven ability to manage complex projects and budgets.
- Bachelor's Degree in engineering, architecture, construction management or related discipline, or equivalent work experience required.
- Minimum of five (5) years of progressive responsibility and experience leading design and construction of capital construction and major renovation projects.
- Minimum of a two year degree in an allied field, and five years' experience in facilities management.
- A superior knowledge of physical plant operations in a dynamic environment is required including a working knowledge of centrifugal chillers, cooling towers, pumps and Building Management Systems controls.



- Have a general knowledge of all current city, state, and national health and safety regulations relating to building operations or know where to find them.
- Demonstrated ability to develop and maintain collegial and professional relationships with consultants and co-workers (including end-users of the museum) across a variety of departments and areas of expertise with a diverse range of skills and experience.
- Demonstrated ability to develop and cultivate business relationships with existing and prospective service providers.
- Have a general knowledge of all current city, state, and national health and safety regulations relating to building operations or know where to find them.
- Strong organizational, interpersonal, finance, communication, and planning skills.
- General knowledge of local and state planning, development and preservation guidelines and laws.
- Must have excellent written and verbal communication skills.
- Experience with museums or cultural organizations a plus; non-profit is desirable
- Able to work holidays and evenings in support of museum events or facility requirements.

To Apply:

- **Internal Applicants** Please contact Human Resources to obtain Internal Transfer Form.
- **External Applicants** Please visit www.oscars.org/careers to complete online application.

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