

## **Building Manager**

MOCA TUCSON INSPIRES NEW WAYS OF THINKING THROUGH THE CULTIVATION, INTERPRETATION, AND EXHIBITION OF CONTEMPORARY ART. Established by artists in 1997, MOCA is Tucson's and the Sonoran Desert's only museum devoted exclusively to contemporary art from around the globe.

### **POSITION SUMMARY**

The Building Manager oversees the daily operations and maintenance of the MOCA building. This position is responsible for coordinating and managing maintenance vendors, security activities, and ensuring the facilities meet regulatory standards and codes.

### **SCOPE AND RESPONSIBILITIES**

- Maintains all MOCA grounds, ensuring a safe environment with proper lighting, signage, and disability access
- Assists Exhibition department with art handling, fabrication, and logistics
- Inspects the building frequently for signs of damage or wear
- Prepares and updates the Facilities Report and maintains building records
- Manages and enforces Covid safety protocols
- Provides training for building employees as needed
- Schedules regular building maintenance and janitorial services
- Maintains and procures all cleaning and landscaping supplies
- Hires/schedules contractors as needed to maintain, repair, or improve the property, and oversees contractors and inspects completed jobs
- Manages and controls building utilities
- Manages facility assets and MOCA keys
- Conducts monthly Facilities Inspection Report and updates staff and leadership on recommendations
- Coordinates all city and commercial facility inspections and ensures facilities are up to code
- Drafts and updates Emergency Procedure and notifies staff of any changes
- Assists with emergency response and evacuations. Is the first point of contact for building related emergencies and is available 24/7 to respond to all building related emergencies.
- Manages incident reports and safety guidelines, on-call for incidents as they arise
- Overseeing security, fire prevention, and other safety systems
- Coordinates with Exhibition department that all exhibits are fire code and OSHA compliant
- Responsible for event production build-outs and light carpentry when needed
- Assist Event Lead with event set up
- Maintains AIR space and acts as AIR host in conjunction with the Assistant Curator
- Monitors admin@moca-tucson.org email
- Monitors building maintenance budgets



- Manages Google workspace and updates staff accounts
- Manages all IT and manages IT contractor

Supervises: Contract labor as needed

### **QUALIFICATIONS**

- Maintenance experience
- Knowledge of relevant laws, regulations, and building codes
- Detail Oriented
- Ability to prioritize and multitask
- Excellent project management and negotiation skills
- Good communication and customer service skills
- Strong critical thinking and problem-solving skills
- Knowledge of/interest in contemporary art and design
- Proficient in Google Work space
- Fluent written and verbal communication in both English and Spanish preferred

### **LOGISTICS**

Approx 20 hours a week working open weekend hours. May work museum events as needed. Hourly rate will be between \$17-\$20/hour commensurate with experience. Send letter of interest or resume to [Carrie@moca-tucson.org](mailto:Carrie@moca-tucson.org)