



## **Nasher Sculpture Center**

### **Role Description**

#### **Facilities Manager**

Status: Exempt

Reports to: Deputy Director, Finance & Operations

Updated: 2026-04

Updated: 2023-09

Interested candidates should submit a resume or CV, along with an optional cover letter, to:

[hr@nashersculpturecenter.org](mailto:hr@nashersculpturecenter.org)

#### **Nasher Mission Statement**

*To be an international focal point and catalyst for the study, installation, conservation and appreciation of modern and contemporary sculpture.*

## **Role Description**

### **Facilities Manger**

The Facilities Manager oversees the day-to-day maintenance, operation, and appearance of the Nasher Sculpture Center's buildings and grounds. The role supervises Facilities, Landscaping, and Housekeeping staff and contractors to ensure a safe, clean, and welcoming environment for visitors, staff, contractors, and events.

This role focuses on operational execution, preventative maintenance, and coordination with museum staff to support exhibitions, public programs, and private events. The Facilities Manager works closely with other operational departments including IT and Security to support the overall functionality and safety of the museum while maintaining clear departmental responsibilities.

### **Essential Duties and Responsibilities**

1. Oversee routine maintenance, repair, replacement, and general upkeep of Nasher-owned facilities and grounds including buildings, pavement, vehicles, equipment, landscaping, and building systems.
2. Supervise and direct facilities staff, contractors, and vendors responsible for building maintenance, housekeeping, landscaping, exhibition support, and event setup and breakdown.
3. Maintain a safe and clean environment for visitors, staff, contractors, and museum activities.
4. Communicate Facilities department activities and maintain a Facilities department calendar.
5. Manage preventative maintenance schedules and identify repair, replacement, and upgrade needs for facilities and equipment.
6. Drive initiatives to ensure compliance with safety standards, building codes, and operational regulations.
7. Maintain licenses, permits, inspections, and certifications related to facilities operations and equipment.
8. Lead prioritizing maintenance projects, supply purchases, and vendor services.
9. Develop working knowledge of building systems and coordinate maintenance and repairs with appropriate vendors.
10. Maintain records of vendors, maintenance activities, compliance documentation, repairs, and renovations.
11. Oversee janitorial vendors regarding housekeeping services and support for daily operations and special events.
12. Support art installations and exhibitions by coordinating facilities requirements with curators, contractors, and museum staff.
13. Respond to facilities-related issues and emergencies and assist in maintaining emergency response procedures.
14. Review and approve timesheets, contractor invoices, and departmental purchasing requests.
15. Coordinate with IT and Security departments when facilities infrastructure intersects with technology systems, safety infrastructure, or access control.

### **Building Systems Include**

1. HVAC systems
2. Elevators
3. Humidification systems

4. Fountains and water features
5. Electrical systems
6. Lighting systems
7. Roof systems
8. Fire alarm and fire protection systems
9. Plumbing systems
10. Building controls
11. Kitchen and server equipment
12. Landscape and irrigation systems
13. Exterior paving and stonework

## Qualifications, Education, & Skills

1. College, technical school, or professional training in electrical systems, plumbing, HVAC, construction management, engineering, or a related field preferred.
2. Three to five years of facilities maintenance or building operations experience, including supervisory responsibilities.
3. Experience working with building mechanical systems and computerized building controls preferred.
4. Ability to plan and prioritize multiple maintenance and operational tasks.
5. Strong communication skills and ability to coordinate work across multiple departments.
6. Ability to work in a dynamic environment that includes exhibitions, public programming, and private events.
7. Must possess and maintain a valid Texas driver's license and satisfactory driving record.
8. Must be service-oriented, adaptable to change, and able to resolve operational issues effectively.

## Work Environment

The ability to work extended hours during a mentally and physically demanding events schedule while remaining flexible, calm, positive, and professional.

The ability to lift thirty to fifty pounds and remain on your feet for extended periods when required during events or facilities projects.

Appropriate staff dress and adherence to museum policies are required at all times.

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## Compensation

Compensation for this position is expected to fall within the range of \$85,000 - \$105,000 depending on experience and qualifications.