Job: Operations and Project Manager

The mission of Maryhill Museum of Art is to ignite a journey of educational enrichment in the Columbia River Gorge by preserving and interpreting art and historic collections. We achieve this by producing high-quality exhibitions and educational programs, sharing our collections with the public daily, maintaining an engaged member and donor support constituency, and operating our museum in accordance with the standards of the American Alliance of Museums.

Position Overview: As a member of the senior team, the Operations and Project Manager manages the institutional infrastructure and operations of the museum, from building facilities and systems management to daily operations and project management for institutional and capital improvement projects. The Operations and Project Manager manages partnerships and contracts with external stakeholders and vendors, museum leaseholders, and others. This position supervises the Caretaker, Administrative Coordinator, Visitor Services Manager, and Museum Café Manager, and provides support to the Executive Director & CEO.

Key Partners: Partners with Curatorial & Collections Department and with Education Department for specific responsibilities.

Job Type: Full-time      Pay: $55,000 - $70,000 per year      Work Location: Onsite (Goldendale, WA)

Responsibilities

- Oversee the general operation of Museum facilities and operations to maintain or improve policies and best practices that support the delivery of high quality, visitor-centered programs and services aligned with the standards of American Alliance of Museums.
- Supervise the Caretaker, Administrative Coordinator, Visitor Services Manager, and Museum Café Manager.
- Lead new operational projects related, but not limited to building systems (such as HVAC, lighting, fire protection, etc.); define project scope and objective, involving all relevant stakeholders and ensuring technical feasibility; develop detailed project plan and timeline to monitor and track progress; manage changes, project schedule and costs; and measure project performance and track deliverables.
- Participate in the development of new revenue-generating programs and services and ensure the institution can measure return on investment.
- Ensure building is operating efficiently and effectively; maintained in a clean and orderly fashion; ongoing maintenance of the facility is completed on time and within budget; monitors custodial services and provides logistic assistance to contracted companies.
- Work closely with the Senior Staff as needed to negotiate contracts, manage relationships of third-party contractors, and oversee all outside vendor bid processes to ensure compliance with Museum policies.
- Manage insurance coverage to ensure protection of assets, the public, and lender assets.
- Maintain an updated emergency preparedness plan.
- Perform other duties as assigned.
**Job Qualifications and Expected Knowledge**

- Commitment to our mission as an accredited, education-centered art museum and commitment to our values of equity, innovation, quality, stewardship, and sustainability.
- 5 to 10 years’ equivalent experience with proven knowledge, skills and abilities to perform the essential functions of the job is required.
- Demonstrated expertise in operations experience and proven project management skills. Project Management Professional certification is highly desirable.
- Facility management, some IT and audio-visual experience.
- Proven record of coordination and completion of projects, ability to think creatively and generate innovative approaches, and help the organization navigate change.
- Some knowledge of building mechanical/electrical systems and/or grounds management a plus.
- Knowledge of risk management principles, including evaluating internal control effectiveness to help meet the museum's overall organizational goals and objectives.
- Solid organizational skills with attention to detail.
- Ability to lead and integrate teams.
- Evidence of the practice of a high level of confidentiality, diplomacy and integrity.
- Excellent verbal and written communication skills.
- Computer skills in a Microsoft Windows environment.

**Special Requirements**

- Valid Driver’s License.
- Ability to work hours beyond typical business working hours to complete tasks.

**Physical Demands and Work Environment**

The employee is frequently required to walk distances; use hands and fingers to handle or operate computers, objects, tools, or controls; and reach with hands and arms. May require occasional climbing, bending, twisting, crawling, stooping, working from ladders, and standing for long periods of time. Must be able to operate both small and large machinery, such as manual or powered pallet jacks and drive scissor or similar personal lift type equipment. The employee must lift, and/or move up to 50 pounds regularly and occasionally move or lift up to 75 pounds. Work is performed primarily indoors but may occasionally be performed outdoors with exposure to various weather conditions and extreme weather for periods of time, also exposure to dust and harsh chemicals that if not handled properly handled may present a health hazard.

**Benefits**

- Generous 90% Employer-paid medical health insurance
- 403(b) retirement plan fund with employer match
- Employee discount in the museum café and store
- Paid time off package with vacation and company holidays

**Schedule**

- Tuesday to Saturday from 8:00 AM-5:00 PM onsite; on-call evenings or weekend availability

Please submit application materials to Amy Behrens, Executive Director & CEO: amy@maryhillmuseum.org