



CALIFORNIA
HISTORICAL
SOCIETY since 1871

FACILITIES MANAGER

Job Posting 8-27-21

The Position

The California Historical Society (CHS) is seeking dynamic candidates for the position of Facilities Manager. Reporting to the Chief Operating Officer, the Facilities Manager oversees facilities and various operational needs and functions to help ensure safe, effective and efficient management of the organization's facilities, security systems and IT/communications infrastructure.

About Us

At the California Historical Society (CHS) we are on a mission to inspire and empower people to make the state's richly diverse past a meaningful part of their contemporary lives. We collect, share, and honor the extraordinarily diverse stories from throughout our state so that Californians may utilize history's lessons to create a brighter tomorrow for everyone.

Founded in 1871, CHS fulfills its mission today by hosting online and in-person programs; mounting changing exhibitions at our headquarters in San Francisco; delivering content via blogs, e-newsletters, online exhibitions, social media, and the CHS Digital Library; providing K-12 teachers with classroom-ready resources; operating a research library; and maintaining a premier collection of original materials documenting the history of California. A new statewide field services program is under development to directly serve local and cultural history organizations throughout the state including those in traditionally underrepresented communities.

Learn more at www.californiahistoricalsociety.org.

Responsibilities:

- Troubleshoots and takes the lead on matters related to building services, maintenance and associated contracts; acts as primary contact for building-related vendor relationships and service calls/inspections. Liaises with janitorial vendor as to the organization's changing janitorial needs. Maintains & stewards building related documentation.

- Responds to and notifies appropriate staff members per chain of command procedures in cases of facilities-related emergencies; coordinates response and restoration of normal building operations. Actively participates in CHS Safety Committee meetings to update and maintain emergency procedures and plan documents; schedules and conducts training drills related to emergency response and safety procedures.
- Serves as primary contact (on-call) for calls from Sonitrol (security alarms) or Bay Alarm (fire alarm). Monitors security camera footage as needed in relation to specific incidents or in response to calls from Sonitrol. Trains staff on arming and disarming security systems. Manages access codes, keys and swipe cards, and maintains records in MY Sonitrol. Provides back up assistance to front of house staff as it relates to building security (ex: being present while security guard is on break).
- Provides logistical and coordinating support to ensure the organization's continued smooth operation. This includes orchestrating in-house moves, making special purchases related to building operations (staff cleaning materials, coffee supplies, etc.), maintaining appropriate janitorial supply levels, monitoring and maintaining common areas (kitchen, bullpen, etc.), occasional set-up/break-down support for CHS events, and more. Is available to receive deliveries and coordinate with event vendors as needed for CHS sponsored events.
- Implements and manages with assistance of outside vendors telecommunications and IT network, hardware, software and business machines needs in order to provide efficient, cost-effective resource solutions; liaises with external vendors to assist CHS staff with setting up, troubleshooting, and resolving telecom and IT issues. Provides training on these systems to new staff as needed.
- Serves as on-site liaison and support person for all 3rd party rentals of the space; assists 3rd parties with setup, breakdown, vendor access, a/v needs, etc., per rental agreements and maintains a presence during rentals to ensure ongoing oversight and security of CHS's staff, collections and assets.
- Manages all fixed assets; organizes, optimizes and maintains facility storage areas; liaises with operations staff of an adjacent storage site.
- Assists in the planning and execution of potential long-range facilities move.
- Additional duties and responsibilities as required.

Skills, Experience, and Education

- Minimum 3 years of progressive and relevant experience
- Willingness and ability to be "on-call" at all hours for emergency communications as part of the response team
- Strong organizational skills
- Proven ability to define problems, and resolve them quickly; familiarity with local building codes and OSHA regulations.
- Excellent troubleshooting and diagnostic skills.
- Familiarity with all current health and safety regulations.
- Must be a self-starter who can work well with people at all levels both in and out the organization.
- Proficient in Microsoft Word, Excel, Outlook, Google Suite, and other computer programs that operate in a non-profit office network environment.
- Proven ability to successfully prioritize and manage multiple and competing projects at one time.
- Demonstrated ability to work independently and exercise discretion and sound judgment in matters of high impact and serious consequences to the organization.
- Demonstrated ability to work in a team environment of fluid boundaries and mutual support.

- Demonstrated ability to work successfully in a multicultural environment.
- Must be fluent in written and spoken English.

Things you should know:

The California Historical Society is committed to the principles of Equal Opportunity Employment and encourages applicants of different backgrounds, cultures, genders, experiences, and abilities to apply. As stewards of California history, we recognize the need for and value of diverse perspectives in both historical interpretation as well as day-to-day collaborative teamwork. Applicants should be passionate about the roles that cultural and historical organizations play in contemporary lives across the state and be willing to roll up their sleeves to put those ideals into action with grace, humility, humor and perseverance.

This is a full-time exempt position, including paid employee health, vision, dental, life, and AD&D, a generous holiday and time off policy, and a team full of interesting and warm people to work with on a daily basis. Position is based in San Francisco, and involves some overnight travel, evenings and weekend work.

Salary: \$60k-66k, depending on experience

Interested candidates should submit a cover letter and resume or C.V. to recruiting@calhist.org. Please include your name and the position for which you are applying in the subject line. Resume review will begin immediately and continue until the position is filled.