**Facilities Manager August 2022**

**Position Summary**

Abington Art Center is seeking a Facilities Manager to serve on site at Alverthorpe Manor. The Manager will monitor building maintenance needs, make repairs and coordinate with outside contractors.

**Primary Responsibilities**

* Keep track of maintenance and perform repairs and upkeep in galleries, classrooms, kitchen, gardens, outdoor facilities and common spaces.
* Research, contact and obtain bids from contractors as needed for building repairs, etc.; get competitive pricing.
* Serve as on-site contact for vendors to maintain facility and oversee project completion.
* Maintain relationships and communications with vendors that regularly service the building, including cleaners, A/C and heating co., elevator maintenance co., pest control, gardening company.
* Track inventory of paper goods and coordinate with provider for fulfillment of monthly orders.
* Coordinate with the Township’s Parks & Recreation Department on major building repairs and upkeep issues.
* Set up process of communication with staff to report on repairs and maintenance needed and completed.
* Adapt work schedule as needed to fulfill maintenance needs in each season of the art center.
* Create a consistent, organized system of managing building needs that allows for proactive decision making and responsiveness to unforeseen issues that arise.
* Assist with project management of capital projects that are undertaken.

**Qualifications**

* Ability to see the big picture
* Strong organizational and communication skills
* Creative problem-solving skills
* Proactive approach and good follow-through
* Ability to work well both independently and as part of a team
* Ability to use hand and power tools to perform a variety of building repairs involving basic mechanical, plumbing, painting, electrical and/or carpentry skills
* Ability to set consistent hours, along with some flexible timing depending upon the season of the year

**Job Description**

The Facilities Manager will work 18-20 hours/week at a rate of $16-20/hour.

**To Apply:**

Send your resume and a cover letter to [jobs2@abingtonartcenter.org](mailto:jobs2@abingtonartcenter.org) by September 1.

Located on a historic 27-acre campus in Jenkintown, PA, just outside of Center City Philadelphia, Abington Art Center presents art exhibitions, creative programs, community forums and cultural events for the eastern Montgomery County and Philadelphia area. The Studio School provides classes in painting, drawing, printmaking, papermaking, ceramics and metals for both adults and youth.