



Job Title: Director of Facility & Fabrication

Reports To: VP of Design & Communications

Status: On-Site, Full Time, Salaried Exempt

Salary and Benefits: Annual salary range between \$48,000-\$62,000/year.

Full-time benefits include 3.75 hours of PTO earned per biweekly pay period, 3 hours of Care/Sick time earned per biweekly pay period, 4 paid holidays, Health Insurance (75% paid by museum for employee, 50% paid by museum for qualifying dependents), short/long term disability, life insurance, and Simple IRA with 3% match. At the beginning of the year (January 2025), 3 floating holidays are earned as well.

Summary: The Director of Facility & Fabrication will inspire discovery in hundreds of thousands of children and their grownups by leading the team that creates and maintains the immersive play-based learning environments and the physical infrastructure of one of the largest children's museums in the state.

Essential Duties & Responsibilities:

- Lead the implementation of the organization's exhibit and facilities master plans
- Oversee building maintenance, upkeep, and daily operation of physical plant
- Develop and implement facility management policies and procedures that ensure the efficient operation of all physical assets.
- Manage all facility projects, including external contractors and vendors
- Cultivate and maintain the network of external and internal partners to accomplish work in a timely, reliable, and efficient way.
- Lead the Facility & Fabrication team to achieve departmental objectives effectively
- Ensure the museum meets safety and accessibility standards
- Other duties as assigned

Core Competencies & Experience:

- Excellent written and verbal communication skills
- Strong organizational skills with the ability to manage multiple projects and deadlines
- Experience managing facility projects, fabrication, and contractors
- Available for occasional evenings or weekends as needed

To Apply: Please submit resume and cover letter to Casie Holdcroft, VP of Design & Communications at choldcroft@buildingforkids.org.

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