



Job Description

Job Title: Facilities Manager

Employment Status: Full Time, Exempt (salary)

Hours and Schedule: 40-45 hours/week in person (frequent evening/weekend events)

Reports to: Executive Director

Who we are: With a mission to celebrate, nurture, and preserve Latinx arts and cultures, Arte Américas is the Central Valley's largest Latinx cultural arts center. Our exhibitions and programs are educational, family-friendly, and culturally specific; featuring local and international artists whose talents represent the diversity of cultural art forms of the Américas.

What we do: Arte serves the Central Valley's diverse communities and represents the varied cultures, traditions, and experiences of Latinx communities. Our audience is multi-generational—from families and grandparents to school-age children. Public education is a cornerstone of our work providing opportunities for educators, students and creative individuals to learn and experience the rich and evolving cultural traditions of Latinx communities. Arte is widely respected for its innovative programming and strong community partnerships; our facility hosts a wide range of events including rentals and community festivals.

Primary Job Functions:

This role reports to the Executive Director and works across all functions of the organization supporting the long-term stability and maintenance of Arte Américas by ensuring the facilities are maintained to showcase art to the public in a safe and welcoming environment. Working in cooperation with all staff, the Facilities Manager is responsible for ensuring the success of Arte Américas in the following ways:

Responsibilities:

- Tracks all facilities related invoices, contracts, and reports in collaboration with the Operations Manager and Executive Director
- Arranges and oversees general maintenance, including but not limited to plumbing, electrical, and grounds maintenance
- Support and participate in all aspects of property renovation and upgrades
- Schedule and manage facility service contractors (HVAC, mechanical, plumbing, electrical, janitorial, safety, elevator)
- Maintain all building and procedural permits and ensure equipment is up to date and compliant
- Support the curatorial team with all physical preparation of exhibition spaces as needed to ensure programmatic excellence
- Oversee weekly janitorial services to ensure quality and consistency



- Serve as the key contact for accessibility needs and requests
- Manage building security systems and employee access procedures
- Respond to security issues in collaboration with the Executive Director
- Maintain and organize storage areas; ensure equipment is functional and replaced as needed
- Assist in creating and adhering to an annual facilities budget
- Attend weekly staff meetings and report on building-related matters
- Assist the Board's Facilities Committee in developing and executing long-term facilities goals
- Perform setup and teardowns for events, including, but not limited to, configuring furniture and setting up AV and stage equipment
- Act as on-site liaison for janitorial, event, and security staff during special events
- Available to work nights and weekends as needed
- Be able to address emergencies on-site or by phone

Qualifications:

We are looking for a proactive, collaborative, organized person with both practical, hands-on skills as well as long-term vision – someone who will take excellent care of our old but wonderful building located prominently in the heart of downtown Fresno. This individual will develop knowledge of all things building related, including mechanical systems and facility-use management. They must be communicative, collaborative, and willing to work as part of a team to support both the indoor and outdoor facilities in service to Arte Américas community engagement programs and events.

At least 2 years experience in the following:

- HVAC systems
- Electrical systems
- IT support and basic office equipment troubleshooting
- Plumbing and mechanical systems
- Construction management
- Contract and procurement administration
- Property management
- Audio and visual systems
- Knowledge of art handling, installation, conservation, and lighting is a plus
- Inventory management
- Familiarity with or interest in Latinx and Mexican arts, culture, and community engagement is highly desirable
- Cultural competency and sensitivity in working within a Latinx-centered arts organization
- Spanish language proficiency is a plus



- Experience working in or with nonprofit organizations, particularly in facilities or operations roles
- Understand nonprofit best practices, including budgeting, and community-centered service delivery
- Capacity to align facilities management with the mission and values of a nonprofit cultural institution
- Experience working with the City of Fresno
- ServSafe Certification is a plus
- Basic safety, first aid, and CPR training as a plus
- Must have reliable transportation
- Must be able to lift 50 lbs
- Must be detail-oriented, self-directed and prepared to work in a challenging and changing environment
- Strong communication skills – ability to interpret a variety of instructions and confidence to ask questions
- Ability to manage multiple time-sensitive projects simultaneously
- Ability to exercise sound judgment and maintain confidentiality
- Bilingual in oral and written English and Spanish preferred

Other Duties

Please note this job description is not designed as a comprehensive listing of all duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time based on Arte Américas' needs.

Compensation

Annual Salary \$68,640- \$70,000

This rate is based on the strength of the candidate's application. Arte Américas also offers competitive benefits including partially paid medical, vision, and dental coverage.

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: Arte Américas will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: Arte Américas is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply send resume and cover letter to jobs@arteamericas.org with the subject line: Facilities Manager