



Job Title: Property Manager

Department: Property

Reports to: Executive Director

Employment Status: Fulltime

Salary: \$45,000 - \$50,000

POSITION SUMMARY: This position assumes the day-to-day property and building management of Cameron Art Museum and works closely with the Executive Director, Deputy Director, and Chief Financial Officer in determining long-term needs for the facility and grounds. The Property Manager has diverse responsibilities related to care and maintenance of the building and grounds, makes decisions regarding plantings and landscaping, and oversees coordination of work with outside vendors (lawn service, HVAC, etc.) The Property Manager works closely with all departments regarding set up and tear down of furniture for programs, facility rentals, and events. The Property Manager is a team player who serves an essential function in the ongoing health of the institutions.

INSTITUTIONAL RESPONSIBILITIES

- Actively contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement
- Support the CAM's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future
- Contribute to and support CAM's strategic plan, annual priorities, and institutional initiatives

DUTIES/ RESPONSIBILITIES

- Oversees the day-to-day operations of the museum building and grounds, including but not limited to facility inspections and monitoring; elevator, fire, and safety audits, general maintenance of the facility; monitoring of HVAC, etc.
- Oversees the grounds of the museum, including general landscaping, identification of needs, seasonal plantings, lawn, power washing, lighting, irrigation, tool and machine maintenance, and parking lot.



CAMERON ART MUSEUM

- Coordinates with facility and grounds vendors to include landscaping crew, window washing, HVAC, security system, etc.
- Works closely with café and facility rental personnel regarding café equipment maintenance and cleanliness
- Works closely with other departments regarding setup and tear down for events, programs, educational programs, facility rentals, and exhibitions.
- On call 24/7 to monitor assets
- Chief liaison for safety and security, including incident/accident reports, hurricane preparedness, emergency clean-up, and emergency information liaison

Qualification

- Excellent communication skills
- Hardworking, team player
- Prior experience in ground and facility management and maintenance
- Knowledge of landscaping and maintenance
- Management experience

Requirements

- Bachelor's degree (or equivalent) with a minimum five years' experience in ground and facility maintenance

CAM Benefits: CAM currently offers full competitive employee benefits including medical insurance, 403(b) plan with matching, and paid time off.

Please send your resume to Heather Wilson, Deputy Director at hwilson@cameronartmuseum.org by July 15 if interested. Hiring decisions will be made by the end of July.