



Job Description – Gibbes Museum of Art

Updated: November 2024

Job Title: Operations Coordinator

Department: Operations

Reports To: Facilities Manager and Executive Director

Position Summary:

The full-time Operations Coordinator supports the Facilities Manager in coordinating and implementing museum operations related to facility maintenance, security, event setup, and other general operating activities. This position plays a key role in upholding high standards of building maintenance and safety, which are essential for a high-profile, heavily trafficked, and architecturally unique building that houses valuable art collections, exhibitions, studio and classroom spaces, a lecture hall, a garden, and service areas. The Operations Coordinator assists with daily operational tasks, including setting up and breaking down spaces for events, and ensures the physical and operational integrity of the facility. The role requires a detail-oriented and proactive approach to maintaining a safe, clean, and functional environment for both visitors and staff, working collaboratively with the Facilities Manager to address maintenance and operational needs efficiently.

Essential Duties and Responsibilities:

Operations:

- Coordinates and implements a variety of museum operating activities including set up and alteration of spaces for special events, fundraisers, museum rentals, as well as retail space needs.
- Interfaces proactively and in a consensus-building manner with other departments to ensure efficient communication and interaction on all facility operations.
- Assists with the planning, setup and conduct of special events including furniture assembly and movement, planning and installation of special lighting and audio/visual, tear-down and cleanup.
- Helps coordinate staff IT needs and service requests with IT service company.
- Coordinates technology on-boarding needs for new staff employees.
- Monitors rental event vendor load in and load out.
- Attends the weekly museum logistics meeting to maintain awareness of museum schedule and events.
- Performs other duties as assigned.

Facilities:

- Assists with the management, coordination, and implementation of facility needs for the museum building and grounds, as well as the administrative office suite.
- Responds to all building system failures, diagnoses their cause, and supervises all activities required to restore proper operation.
- Assesses and monitors facility repairs to ensure cost effectiveness; establishes criteria for reporting, maintaining and replacement of facilities and building services including complex and state-of-the-art audio/visual, communications, elevator, HVAC, fire protection/detection and security systems.

- Assists with the creation, implementation, and maintenance of department repairs and capital improvements budgets, ensures compliance with budgetary constraints, and helps forecasts and plans facility improvements.
- Oversees proper documentation of all facility payment requests and credit card transactions.
- Supervises vendor contracts associated with structure maintenance and operations including janitorial, fire detection, fire protection, elevators, HVAC, security, audio/visual, electrical, and mechanical.
- Orders and maintains records of all IT equipment and supplies.
- Manages equipment and other facility needs of the administrative office suite.
- Manages inventory of supplies required for facility maintenance and operating activities.
- Prepares, updates, maintains, and implements general facility maintenance schedule.
- Coordinates and manages janitorial and garden maintenance services.
- Maintains the library of building maintenance and operation manuals and reference documents.
- Monitors gallery and art storage conditions for temperature, relative humidity, and ensures smooth and uninterrupted operation of all building systems.
- Understands layout including the location of all stairwells, elevators, points of entry and exits, restrooms, galleries, offices, and other commonly utilized reference points.
- Assists with the space organization of Shipping/Receiving in conjunction with the Collections and Exhibitions Department for delivery of artwork, and the Museum Store for delivery of inventory.
- Works with the Facilities Manager and Executive Director to schedule and prepare agendas for Building and Grounds Committee meetings.

Job Requirements:

- Associate degree in related field (engineering, construction or property management, etc.) required; Bachelor's degree preferred.
- 2 years of relevant experience involving operation and maintenance of industrial and/or commercial facilities required; 4 years of progressively responsible experience in supervision of facility maintenance and building operations preferred.
- Familiarity with building systems and construction trades.
- Strong written and verbal communication skills.
- Current SC driver's license.
- Experience with operation of HVAC and computer systems.
- Must pass a background check prior to employment.

Knowledge, Skills & Abilities:

- Exhibits good public relations, customer service, tact, diplomatic and problem-solving skills.
- Ability to exercise good judgment, discretion, and function in difficult situations.
- A team player, committed to the goals and values of the museum.
- Ability to work independent of supervision, within established policies and procedures, and act to enforce such policies when necessary.
- Ability to always maintain a professional image.
- Knowledge of computer applications and information technology.
- Ability to stand and walk for extended periods of time; to climb stairs; and process and maintain adequate vision and hearing.
- Ability to lift, pull, push, and move equipment, supplies, parcels, etc. of up to fifty (50) lbs.
- Ability to respond quickly to urgent security, building service and utility failures, and physical dexterity required to access remote spaces (roof, ceiling crawl spaces, etc.).
- Ability to work a flexible work schedule; to include weekends and beyond evening hours when necessary.

Compensation:

- Salary: \$40,000 - \$45,000 per year
- Generous paid time off
- Paid holidays
- 401 (K) matching
- Paid health, dental, and vision insurance
- Paid parking

Position: Full-time

Please provide the following as part of your application:

- Cover letter detailing your interest in the Gibbes Museum and your qualifications (PDF).
- Resume including education and experience (PDF).

Send application by email to: careers@gibbesmuseum.org

The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.

Location: 135 Meeting Street, Charleston, SC 29401