



The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903 as the Old Dartmouth Historical Society, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation, and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving more than 100,000 visitors and offering engaging exhibitions, dynamic public programs, and vibrant educational activities appealing to learners of all ages.

**Director of Facilities and Security (Full-time, salary, exempt)**

The Director of Facilities and Security oversees the New Bedford Whaling Museum's facilities and security department. Reporting to the Chief Administrative Officer & CFO, the Director of Facilities and Security is responsible for the maintenance, repair, capital improvement, safety and security of the Museum, and has general charge of the personnel working in this capacity. They evaluate the effectiveness of all facility and security operation programs and recommend needed changes. The Director communicates and collaborates effectively cross-departmentally with staff, vendors, contractors and other stakeholders to ensure that the Museum is well maintained, safe, secure, welcoming and appealing.

**Core Responsibilities:**

- Assigns and supervises the training and work of all facilities and security department personnel.
- Oversees the work of all external service providers.
- Performs regular inspections of the building, systems, and equipment to identify issues and schedule work proactively.
- Prepares bid specifications for supplies and contracted maintenance for all building services (including but not limited to HVAC, security systems, electrical, plumbing, elevators, fire and life safety systems). Secures bids or quotations, negotiates contracts, and initiates purchase orders. Oversees and inspects purchases, construction and repairs. Keeps accurate records of all repairs, preventative maintenance, plans, drawings, equipment purchases and warranties. Implements and maintains inventory control systems.
- Responsible for site enforcement of facility regulations, including all building, fire, security, and other relevant rules and codes. Interacts with local officials regarding facilities issues including, but not limited to, Building Department, Historical Commission, Fire Department, Police Department, and Health Department.
- Monitors and maintains climate control system to ensure consistent temperature and humidity levels as prescribed for various galleries, public spaces, and back of house areas.
- Oversees and directs the security operations of the Museum to ensure that proper staffing, procedures, and training are in place. Monitors and maintains security equipment and systems. Provides security protocol training and enforcement on a continuous basis to ensure that policies and procedures are complete and consistent with best practices for museums.
- Works collaboratively with curatorial and collections teams and is committed to safeguarding the Museum and its artifacts.
- Minimizes visitor impact from work in the Museum and during exhibition installation/deinstallation through proactive coordination with the curatorial team and other relevant staff.
- Co-chairs the Museum staff's Safety and Security Committee. Provides leadership in the development of the Emergency Preparedness and Response Plan. Serves as a member of the First Responders Team during an emergency.
- Works collaboratively with all departments in the planning, preparation, and execution of exhibitions, programs, special events, meetings, and private rentals.

- Responsible for the care of outside grounds, trees, lawns, and shrubbery. Responsible for snow and ice removal.
- Serves as staff liaison for the Buildings & Grounds Committee. Prepares materials and updates according to meeting agendas and committee goals.
- Works with the Chief Administrative Officer & CFO to update, maintain and prioritize the Deferred Maintenance and Capital Plan.
- Makes recommendation to the Chief Administrative Officer & CFO for the department's annual budget for building maintenance, repair, and general facilities and security operations. Manages approved department budget to ensure responsible and effective use of financial resources.
- Prepares and presents reports as directed by the Chief Administrative Officer & CFO and the President.

**Qualifications:**

- BA or minimum of 10 years of experience in building and facilities management, residential or commercial construction, or general contracting and supervision experience. Certification in a trade or facilities management preferred. Prior museum experience a plus.
- Comprehensive knowledge of methods and techniques of the trades required.
- Comprehensive knowledge and experience in security management required.
- Experience in project and team management.
- Ability to establish and maintain effective working relationships with a wide variety of people.
- Strong written and verbal communications skills.
- Strong computer and technology skills (Microsoft Office, specialty software applications such as BAS Metasys, QWare or other CMMS).

**Other Requirements:** Valid Driver's License, OSHA certification

Note: The above description is illustrative of tasks and responsibilities. It is not intended to include every task or responsibility, which may be required.

**TO APPLY:** Send cover letter and resume to Michelle Taylor, Chief Administrative Officer & CFO at [mtaylor@whalingmuseum.org](mailto:mtaylor@whalingmuseum.org). No phone calls, please.

Salary range is \$70,000 - \$80,000, depending upon experience. The position also includes a robust benefits package.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.