



**JOB ANNOUNCEMENT
FOR DIRECTOR OF CAMPUS OPERATIONS
PORTLAND ART MUSEUM AND PAM CUT | CENTER FOR AN
UNTOLD TOMORROW
PORTLAND, OREGON**

Overview

The Portland Art Museum invites applications for the position of Director of Campus Operations. The Director of Campus Operations is a member of the leadership team responsible for all the behind the scenes operations of the campus to include facilities/maintenance, building engineer and protection services. This role has 3 direct reports and oversight of 40+ staff. The role will oversee the Museum's buildings and grounds (200,000 sq.ft.) and 3 smaller offsite locations (PAM/CUT (Center for Untold Tomorrow), Rental Sales Gallery, and Theater) and ensure sites are performing according to company standards and are achieving set goals while overseeing operations, conducting routine inspections, and implementing company policies.

This role collaborates with the heads of each department and reports to the CFO to lead and implement strategy and direction in all operational aspects. The Director of Campus Operations will play a key part in the upcoming capital expansion as well as liaison with contractors.

Essential Duties & Responsibilities

- Hires, trains, coordinate, motivates, and evaluates managers overseeing the following departments:
 - Facilities & Maintenance
 - Protection Services
 - Building Engineer/HVAC
- Plans, directs, controls, implements, evaluates, monitors, and forecasts budgets Establishes quantitative and qualitative metrics, guidelines, and standards by which the Museum's efficiency and effectiveness can be evaluated; identifies opportunities for improvement
- Leads coordination and integration of efforts among operations, engineering, and technology to produce smoother workflow and more cost-effective business processes
- Research, contract and develop working relationships with vendors, related to the acquisition of inventory, repair and maintenance of facilities, implementation of new, and maintenance of existing systems
- Manage facility and security policies and procedures to ensure the safety of staff and visitors according to industry best practices

- Supervise and coordinate facilities planning, maintenance, improvement and expansions; as well as the security processes appropriate to the Collection and other assets that must be preserved
- Develop and maintain responsive business systems and the information technology systems required to support them
- Implements policies and procedures that will improve day-to-day operations, center visitor experience and apply an equity lens
- Responsible for ensuring that all programs, activities, and series comply with local, state, and federal regulations
- Responsible for maintaining an inclusive working environment that is free from discrimination and harassment
- Negotiate all non-fine art insurance contracts and act as the primary contact for insurance broker
- Coordinate the execution and continued development of the components for a multi-year deferred maintenance plan

Secondary or Additional Responsibilities

- Maintain an awareness of all exhibitions, programs, and community partnerships serves as a member of the Senior Team
- Participate in the disaster management team
- Performs other related duties as assigned.

Supervisory Responsibilities

- Supervises three staff; Facilities & Maintenance Manager, Building Engineer/HVAC, and Head of Security & Training
- Decisions are made within prescribed operating guidelines
- Total budgetary preparation/compliance accountability
- Totally accountable for control of Capital assets/equipment
- Totally accountable for long range and strategic planning
- Recruitment, mentoring, performance management, training & coaching. Serves as a leadership example being clear on the strategic direction of the department, being accountable and holding others accountable, and centering collaboration and the values of the Museum

Required Knowledge & Skills

If you have any questions along the way including wanting to talk about a non traditional career background, please reach out to HR.

- Excellent project management, budgeting and operational skills
- High attention to detail and robust organizational skills
- Strong interpersonal and communication skills, including the skill to collect, interpret and present numerical data
- Effectively plan and delegate work
- Proactively provide analysis and information that effectively supports decision making

- Motivate and lead a large diverse team in a dynamic environment
- Vendor coordination
- Knowledge of health and safety guidelines, OSHA, etc.

Education, Formal & Informal Experience, Training Required, Certification, Etc.

- Bachelor's degree or higher in Facility or Operational Management; or equivalent professional experience
- 5-8 years of progressively responsible experience in facilities or maintenance operations; with 2 years at a senior level capacity. Prefer experience within a cultural or educational institution, museum or public venue
- Minimum 5-8 years supervisory experience of multiple direct reports

Job Conditions

- Exempt/Salaried position
- Schedule/Hours: 40 hours per week (9:00am - 5:00pm)
- Onsite/Not Remote
- Occasional travel
- Night, Evenings, and weekend hours as needed
- On-call status
- Extensive computer work
- Work with chemicals

Physical Activities

- Job related physical requirements necessary to perform the essential functions of the position.
- Constantly operates a computer and other office equipment, such as a copy machine, phone, and printer
- Frequently communicates with team members or clients
- Frequently move about the museum
- Occasionally lift/pull/push up to 15-20lbs
- This does not represent a complete summary of all physical requirements.

Compensation, Benefits & Perks

- This role is exempt/salaried, full-time status
- Budgeted compensation is within pay grade S-1 (\$83,200 min - \$104,000 mid - \$124,800 max), depending on experience
- We provide a benefits and perks package that includes; health care, paid time off, flex spending and more. Please see the full job profile on our career site