



MADISON MUSEUM OF CONTEMPORARY ART

Facilities Coordinator - Job Posting

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time Facilities Coordinator. The Facilities Coordinator acts as the general supervisor for all technical services at MMoCA including but not limited to electrical, equipment, plumbing, building envelope, facility lighting, and painting. This entails maintaining the necessary facility systems controls and contracts (HVAC, lighting, elevators, fire NAC, permits, COI, etc). The nature of this position requires a working relationship with all Museum departments to maintain high standards for exhibitions, events, and ongoing building operations.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Essential Duties and Responsibilities

- Responsible for the safe, efficient, and effective operations and maintenance of the galleries and public spaces, Rooftop Sculpture Garden, service areas, and oversight Museum's major systems and contractors servicing HVAC, electrical, and building safety systems
- Work with Director to determine work must be completed by outside contractors, prepare specifications, take bids, and oversee contracted work
- Monitor building systems to ensure they are operating at top efficiency for preservation and safe keeping of the art collection and exhibitions; follow protocols to quickly remediate concerns through contracted support and in partnership with Museum registrars
- Respond to alarms and emergencies after hours, weekends, and holidays
- Complete limited repair work when possible; task support staff with additional duties as required
- Use Jira and other project management software to coordinate work
- Supervise part- and full-time staff including Facilities assistants who help maintain the building; contribute to the oversight of Installation staff in partnership with the Installation Coordinator on projects that include Facilities concerns
- Coordinate shared utility services with Overture Center for the Arts
- Develop and implement maintenance policies, procedures, and maintenance schedules to ensure a safe and welcoming environment for visitors, staff, and volunteers



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- Inspect facility and confer with Director on condition of property and equipment
- Develop and implement short/medium/long-term repair and replacement plans for final approval by the Director
- Coordinate/consult with staff and other internal stakeholders on timing and impact of all projects
- Develop budget draft and route for approval during budgeting cycle; administer approved departmental budget
- Purchase necessary supplies and equipment
- Receive, code, and route estimates and invoices for payment
- Establish and maintain good working relationships with vendors and contractors
- Ensure that work is completed in a timely, proactive, and in cost effective manner
- Participate as a key member of the Emergency Procedures and Disaster Preparedness plans
- Ensure all required licenses (building, equipment, rental property, personnel), and permits are current and in proper order
- Coordinate all City, County, and State inspections and follow up on inspection findings
- Engage in ongoing skills training in department management and facilities maintenance; participate in graduated professional development
- Participate in regular team meetings
- Leverage a customers service attitude and professional behaviors appropriate for leadership and public facing activities
- Along with other members of the management team, lead MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion.
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, for the Art Fair weekend in July.

Qualifications (Education, Experience, Skills, Certifications, Licenses)

- Education: Bachelor's degree or equivalent experience in facilities management or related area
- Experience: Experience and knowledge of mechanical, HVAC, electrical, and fire protection systems in a facility of similar scale
- Skills: Scissor lift training, ladder training, and appropriate tools training (completed or must complete)
- Knowledge: Broad knowledge of building equipment including Building Automation systems, Metasys digital controls, back-up generators, humidity controls, and plumbing
- Abilities: ability to work well and effectively under pressure, with a variety of personalities, and with all Museum departments and personnel. Understanding of



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the role of environmental controls in a Museum. Proven ability to be appreciative of multiple diverse perspectives, and lead a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job.

- Perform work in an office environment; use basic computer programs
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Lift and/or move up to 70 pounds; intermittently reach, bend, squat, and climb and conduct repetitive work
- Use of ladders required
- Travel occasionally for events, meetings, art shipping, etc.

COMPENSATION & BENEFITS

Starting annual salary is \$54,000–60,000 (consideration may be given for relative, direct experience beyond the minimum requirements). This full-time position includes an excellent benefits package, as well as a generous Paid Time Off (PTO) bank and 11 paid holidays.

HOW TO APPLY

Candidates are asked to submit a resume and cover letter to hr@mmoca.org by August 31, 2025. Application review will begin upon receipt.