

### **Facilities & Preservation Manager Description**

The Itasca Rock Garden (IRG) Facilities & Preservation Manager is an independent position responsible for leading and implementing the preservation initiatives, as well as overseeing general IRG daily operations. In liaison with the Executive Director, this position supports staff by providing supervision and leadership for preservation initiatives and site maintenance, as well as overseeing general facility needs such as tours, gift store, and other duties as needed.

The Facilities Manager helps to consistently guide the preservation/conservation practices on site at IRG. They will document, repair, and maintain the permanent artwork installation at IRG. This person will conduct weekly/daily site tests, outline areas of the permanent installation to inspect, help to document the inspection, and facilitate the repairs needed. This person will assist in ordering necessary supplies, catalog damage and repairs, maintain the database of preservation files, and continue to improve the techniques used by the preservation team - including researching new systems and practices. The Facilities & Preservation Manager will also write and organize notes on maintenance and site repair. They will document the site with photographs and video footage so IRG has a record of the permanent installation.

The Facilities & Preservation Manager is also a liaison between management and staff members; he/she supervises crucial daily procedures such as opening/closing the site, ensures the safety and cleanliness of the facility during events and high visitation, interprets the history and artworks of IRG, and implements general visitor service best practices. The Facilities & Preservation Manager leads by example, demonstrating correct behaviors for supporting staff and volunteers. The Facilities Manager is expected to take the initiative in the general operations of the organization, including troubleshooting facility-related issues, taking a leadership role in upgrading/repairing the general facilities, being knowledgeable about site operations such as insurance policies, software, and safety measures.

Preservation responsibilities include:

- Leading the weekly and/or daily site tests; documenting and filing images needed for repairs
- Communicating with Executive Director about areas in need of repair, documenting repairs with notes and images
- Organizing and maintaining database of documents, images, and notes for preservation
- Interviewing experts on various areas that may inform the preservation of the permanent installation
- Inform Executive Director on supplies needed for repairs and site tests, ensuring materials are stored in their proper location
- Help to facilitate simple steps for preservation

Additional management responsibilities include:

- Engaging with visitors and guests in a professional manner
- Work closely with the Executive Director to guide insurance policies, safety measures, facility upgrades/repairs, and other organization needs
- Administrative tasks: Order and inventory supplies, update databases, answer phones and e-mails, clearly communicate all incidents/daily events to Executive Director and other members of the team

The ideal candidate for the Facilities & Preservation Manager position will have outstanding organizational and communication skills. They will be able to delegate tasks, follow up with staff, and lead by example. Finally, the ideal candidate will be friendly, self-motivated, detail-oriented, and able to multi-task.