

## **Facilities Project Manager/ Technical Quality Assurance FOR WORLD-RENOWNED MUSEUM**

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The Solomon R. Guggenheim Foundation is seeking a Facilities Project Manager with extensive technical experience in Mechanical, Electrical, Plumbing, Fire Protection and Building Management Systems. Reporting to the Director of Facilities, the Project Manager will perform an important function by acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan, within strict timelines and within budget. The Project Manager will also help define project objectives and oversee quality control throughout its life cycle. In his/her quality assurance role, the Project Manager is also a member of a team responsible for ensuring that all building facilities and systems (e.g., heating and air conditioning, lighting, electricity, plumbing, fire protection, BMS and general building maintenance) required for the operation of the museum's buildings are in good working order and running properly to maintain museum conditions. More specifically, his/her quality assurance role is to ensure the quality of work performed in our facilities by watch engineers or outside parties.

Founded in 1937, the Solomon R. Guggenheim Foundation is dedicated to promoting the understanding and appreciation of art, architecture, and other manifestations of visual culture, primarily of the modern and contemporary periods. The Guggenheim realizes this mission through exceptional exhibitions, education programs, research initiatives, and publications. The Guggenheim strives to engage and educate an increasingly diverse international audience through its unique network of museums and partnerships. With nearly three million annual visitors worldwide, the Guggenheim and its network is one of the most visited cultural institutions in the world.

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### **Key Responsibilities:**

#### **Project Management**

- Act as Project Manager for the Museum's capital improvement projects, working with the Director of Facilities from project inception through Construction Administration. Provide expertise on capital projects that begin with the critical stage of preparation of grant proposals from a variety of institutional groups and agencies, including a narrative technical description of the program and the process and anticipated pricing gathered for submission. Work in conjunction with the Director of Facilities and Director of Institutional Development in grant preparation spreadsheets for submission.
- Define project scope, goals and deliverables that support business goals in collaboration with the Director of Facilities, senior management and stakeholders.

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- In coordination with the Project team, direct the preparation of full-scale project plans and associated communications documents. Be responsible for checking and coordinating all drawings, shop drawings, etc. created by the project team.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel, Construction Managers, consultants and sub-contractors/vendors.
- Identify and resolve issues and conflicts within the project team.
- Plan, schedule and track project timelines and milestones using appropriate tools.
- Proactively manage changes in project scope, identify and manage potential change orders and devise contingency plans by developing value engineering solutions with the overall Project Team.
- Manage internal project scope elements and coordination with in-house departments including Security, Fire and Life Safety, IT, Exhibition Construction and others as required.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop formal guidelines, best practices and tools for project execution and management.
- Work with Construction Managers, consultants and vendors to quantify scope and coordinate bidding and pricing. Ensure that proper bid procedures are being followed.

## Quality Assurance

- Insure quality of work performed by building engineer/outside maintenance people.
- Review current preventative maintenance program and put programs in place to ensure accuracy of scheduled preventive maintenance (PM) program.
- Review and advise the Director of Facilities on all current contracts in place for all MEP, FP, BMS and Security systems and keep a record of all equipment and systems warranties. Ensure that 24/7 assistance within recommended time frames is in place.
- Review most current set of architectural and engineering drawings and coordinate to create a current 'as-built' set of drawings for all MEP, FP and BMS equipment.
- Assist the Director of Facilities and Chief Engineer in yearly budget projections for preventative and routine maintenance and special projects for all systems in all Facilities.

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- Ensure that all conditions conform to OSHA, EPA and all other safety and health guidelines.
- Ensure complete compliance with all applicable municipal, state and federal codes and regulations.
- Research and pre-qualify eligibility for federal, state and local funding opportunities, i.e. NYSERDA, DEP and other agencies.

## Qualifications and Requirements:

- Bachelor's degree in mechanical engineering or equivalent building system operation and maintenance degree desirable. Trade school, trade license/certifications/degrees or equivalent experience required.
- Architectural education a plus.
- Experience working in a cultural institution is a plus.
- 10 Years plus experience with at least 3 years in major maintenance/upgrading of building systems.
- Strong current knowledge of Mechanical, Electrical, Plumbing, Fire Protection, Building Management Systems and Security interface expertise.
- Demonstrated project management and organizational skills.
- Ability to convey ideas in clear, concise and timely manner in graphic, written and oral forms.
- Excellent interpersonal skills and a good team player.
- Communicates in a consistent, open and active way; shares information freely and ensures that all staff and contractor/consultants are kept up-to-date.
- Proficiency in PC Office and project planning applications, building management system (BMS) and AutoCAD.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

The Guggenheim offers a competitive salary and excellent medical, dental, life, disability and pension plan coverage. Our staff also enjoys generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores and a stimulating and collegial work environment.

Qualified applicants please send your resume and cover letter, including salary expectations, to [employment@guggenheim.org](mailto:employment@guggenheim.org). Indicate the job title 'Facilities Project Manager/ Technical Quality Assurance' in the subject line. Only those applicants who meet our requirements for this position will be contacted.

The Solomon R. Guggenheim Foundation is an equal opportunity employer.