



Job Description: Site Manager

Organization: Wagner Free Institute of Science, Philadelphia, PA

Founded in 1855, the Wagner Free Institute of Science is a National Historic Landmark natural history museum and educational institution dedicated to providing free public education in science. It serves 25,000+ people each year through the museum, library and extensive educational programming. The Wagner today has a dual mission: it teaches contemporary science and interprets the history and development of science through programs based on its uniquely preserved Victorian building, museum and library collections. Located near Temple University, the Wagner partners with organizations across the city to make its programs widely accessible. It serves an exceptionally diverse audience, including all ages and backgrounds, and is committed to educational equity as a central focus of its mission. To learn more, please visit: www.wagnerfreeinstitute.org

Title: Site Manager

The position is full-time, with some evening and weekend hours.

Description

The Site Manager is responsible for ensuring the professional operation and appearance of the Wagner's site, safeguarding the building and its historic collections, and keeping the physical plant in good repair, clean, secure and properly monitored. The building is an integral component of the Wagner's collections and the Site Manager plays a key role in preserving this National Historic Landmark and presenting the best possible face to the public.

The Site Manager works directly with contractors, vendors and staff to coordinate maintenance and repairs, and ensure the building is properly equipped for daily programs and special events. They monitor the condition of the site and collections, ensure overall safety and security, and oversee and plan all maintenance and repair work. They also participate in the planning and execution of capital improvements and building restoration projects. The Wagner is committed to environmental sustainability and this position coordinates an established program of sustainable operating initiatives and advances strategic goals to enhance efficiency and reduce adverse impacts on the environment.

The Site Manager reports to Executive Director and works with the Board's Property Committee. As part of the staff leadership team, they will contribute to a flexible and creative organizational culture that encourages a team approach to problem solving and fosters collaboration across the institution. All Wagner staff have contact with the public, engage with museum visitors, and support efforts to ensure that the collections and programs are cared for and accessible to all.

The responsibilities include, but are not limited to:

Management and Administration

- Supervise the Facilities Assistant and contracted personnel for all aspects of site cleaning, maintenance and repair
- Participate in regular staff meetings and coordinate with staff to ensure proper support for all events, programs, and strategic priorities
- Instruct staff and volunteers on safety standards, maintenance procedures, practices and materials
- Maintain appropriate documentation of systems, processes, and work that is done in coordination with the Executive Director and the Property Committee
- Work with the Executive Director, Collection Committee and Property Committee members to determine appropriate repair and preservation strategies
- With consultants, develop and administer preventive maintenance/preservation program for building and system
- Participate in capital project meetings and maintain records on project progress
- Work closely with Executive Director and the Property Committee on long-range and strategic planning and budgeting
- Support development efforts for capital and collection projects, including grant preparation and donor cultivation

Safety and Security

- Maintain the building and grounds, identifying and eliminating any risks or hazards
- Oversee building security and all equipment to ensure the safety and security of people and property
- Monitor building systems remotely when the building is closed and respond to emergency calls from the security and fire monitoring service
- Orient new employees and volunteers to the facility and its use, including building access during and outside normal business hours

Building Maintenance

- Ensure the performance of daily, weekly, monthly, and seasonal cleaning and maintenance activities
- Supervise or perform light maintenance throughout the building including painting and other interior repairs, care of wood finishes and furnishing, plumbing, lighting, electrical, mechanical, landscaping and grounds maintenance
- Maintain the HVAC systems in coordination with contracted service
- Monitor building and museum collections conditions by conducting and documenting weekly/regular inspections; report findings to the Executive Director and senior staff
- Keep all storage and supply areas clean, orderly, and well-stocked
- Select or participate in the selection of vendors, suppliers, and contractors for building maintenance, repair, and improvement projects. Schedule and oversee all work done on premises. Track progress and communicate with contractors as necessary to ensure timely completion of projects.
- Manage the building maintenance budget, including order, inventory, and secure control of maintenance supplies.
- Oversee and coordinate the Wagner's ongoing sustainability initiatives, including waste reduction and recycling, energy efficiency, and lighting program
- Ensure that all work done on the premises meets appropriate professional standards, especially those for historic sites and museums

Qualifications

- Minimum five (5) years of relevant experience in historic site management or building maintenance and/or collection management or equivalent in fields of historic preservation or preservation-related trades
- A background in museum studies, historic preservation, collection management or conservation required; experience in natural history collections a plus
- Requires knowledge of collections management practices and building preservation principles as well as sensitivity to the requirements of facilities serving school groups and the general public
- Demonstrable supervisory skills for immediate staff and outside contractors
- Basic skills in carpentry, plumbing and electrical systems, ability to use hand tools to keep systems operating and maintained
- Working knowledge of HVAC and security systems, strongly preferred
- Ability to read and interpret architectural, mechanical, and electrical drawings
- Ability to maintain budgets, and effectively utilize Google and Microsoft Office products, including Word and Excel
- Strong communication—written and oral—and interpersonal skills required to relate effectively to staff, contractors, committee members, and the public, and to keep the Executive Director and other key staff informed of issues as they arise
- Self-motivated, able to work independently and manage work assignments, but also committed to team decision-making and collaboration
- Detail oriented; able to keep on top of small housekeeping tasks, routine inspection and maintenance tasks as well as larger on-going or special projects

Work Schedule

The base schedule is Monday-Friday, 8:30 am – 4:30 pm. Some evening and weekend hours are required for special events. Earlier/later start and end times may also be required for contractor availability or as directed by the Executive Director.

FSLA Status: Exempt Position

Compensation: This a full-time position with competitive salary depending on experience (\$55,000-\$65,000). The Wagner provides a generous benefits package that includes comprehensive medical insurance, retirement plan and vacation/leave time.

To apply: Please email a cover letter with resume, and three references (in pdf format) to lynnd@wagnerfreeinstitute.org. Please put “Site Manager” in the subject line. We will review applications as they come in. No telephone or walk-in inquires. Only candidates under consideration will be contacted.

The Wagner requires all employees to be fully vaccinated against COVID-19. Proof of vaccination will be required for employment.

The Wagner Free Institute of Science is an Equal Opportunity Employer and welcomes a diverse pool of candidates. A National Historic Landmark, the Wagner’s building is not ADA accessible. Stairs are required to enter the building and to access the second floor of the museum.

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