



Title	Facilities Manager
Department(s)	Facilities
Reports To	Executive Director
FTE	Part-Time, 20 hours/week, \$24-26/hour
Status	Non-Exempt

JOB SUMMARY

Pratt Fine Arts Center is seeking a highly motivated and skilled Facilities Manager to join its dynamic team. The Facilities Manager is responsible for the general upkeep and maintenance of campus facilities, ensuring a safe, clean, and functional environment for staff, instructors, students, and visitors. This role includes routine maintenance, minor repairs, and oversight of facility systems, with an emphasis on preventive maintenance and proactive problem-solving. The Facilities Manager will also lead the Facilities Committee, collaborating on facility-related projects and improvements, as well as maintaining lists of external vendors and acting as the primary contact for external vendors. They will work closely with other studio technicians and staff to ensure seamless daily operations. The ideal candidate is detail-oriented, adaptable, and comfortable working both independently and as part of a team.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

RESPONSIBILITIES

Facility Maintenance & Operations

- Perform routine maintenance and minor repairs on building systems, including HVAC, lighting, plumbing, and electrical, as well as minor carpentry and hardware work
- Conduct regular inspections to identify maintenance needs and proactively address potential issues
- Maintain the overall organization of all three buildings, ensuring a safe and functional workspace
- Respond promptly to facility work requests and troubleshoot maintenance issues as they arise
- Assist with setup and breakdown for special events
- Maintain an inventory of maintenance tools, equipment, and supplies
- Work closely with studio technicians and staff to coordinate facility upkeep and address shared maintenance needs

Facilities Committee

- Facilitate monthly Facilities Committee meetings, setting agendas, prioritizing facility-related projects, and tracking project progress
- Collaborate with studio staff and leadership to identify and implement necessary improvements to the buildings and facilities
- Act as a liaison between staff and the Facilities Committee regarding maintenance concerns and safety issues

Additional Responsibilities

- Communicate and liaise with external vendors as needed
- Provide occasional on-call support for urgent facility issues
- Follow and enforce workplace safety protocols, ensuring compliance with building codes and emergency preparedness procedures
- Other duties as needed to support the smooth operation of the buildings and programs

MINIMUM QUALIFICATIONS

- Experience in general building maintenance, repair work, or facilities management (HVAC, electrical, plumbing)
- Strong organizational and time management skills
- Ability to lift up to 50 lbs. and perform physical tasks such as climbing ladders, moving equipment, and working in various environmental conditions
- Ability to work both independently and as part of a team, collaborating with studio technicians and staff
- Clear and effective communication skills
- Valid Washington Driver's License
- Commitment to diversity, equity, and inclusion in the workplace

DESIRED QUALIFICATIONS

- 3+ years of experience in facilities maintenance, repair work, or a related field
- Familiarity with safety regulations, building codes, and emergency procedures
- Experience working in an arts or nonprofit environment (preferred)

WORK ENVIRONMENT & SCHEDULE

- This role requires a mix of independent work and collaboration with staff and studio technicians.
- Flexible work schedule, if communication is maintained with other staff and leadership.
- Some specific scheduling will be required, including occasional evening or weekend work for events or urgent maintenance needs.
- This role involves physical activity, including lifting, climbing, and working in a variety of indoor and outdoor conditions.

COMPENSATION

\$24-26 per hour, DOE and includes generous in-kind benefits in the form of class registrations and studio access.

APPLICATION REQUIREMENTS

Please email a cover letter, resume, and three references to Jessica Borusky at jborusky@pratt.org. We cannot accept phone inquiries or in-person applications.

APPLICATION DEADLINE

Applications will be reviewed on an ongoing basis, and the position will remain open until filled. Priority will be given to applicants who apply before November 14th, 2025.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities.

Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team.

People of color are encouraged to apply.