



Facility and Building Manager Job Description

About ACHS

Established in 1951, the Ashland County Historical Society's (ACHS) mission is to bring Ashland County history to life through preservation, education, and community engagement. Comprised of six buildings, the ACHS is in the heart of the Center Street Historic District less than two minutes from downtown Ashland. The ACHS is open to the public for self-guided and guided tours Tuesday-Friday and offers signature programs year-round for learners of all ages.

Position Summary

The Facility and Building Manager is a full-time position who plays a key role in the management and daily operation of the ACHS buildings and grounds. Under the direction of the Executive Director, the Facility and Building Manager performs regular maintenance and repair of historic structures and the exterior of the sites. They supervise facility contractors and interface with other employees to coordinate projects, work carefully in a museum environment, and perform a variety of tasks both collaboratively and individually. They work alongside the Executive Director, staff, and committees to implement annual plans for the facilities and respond to the needs of the historical society.

Responsibilities

- In conjunction with the Executive Director, develop plans for the long-term care and management of ACHS properties. Maintain a prioritized list of maintenance needs and follow a maintenance schedule. Maintain detailed files on projects involving construction, replacement, systems, and fixtures.
- Perform routine maintenance, schedule contractual preventative maintenance and repair as necessary, and supervise contractors and vendors in a manner sensitive to the role and significance of an historic site.
- Set up for lectures, events, classes, exhibition openings, meetings, and other events in the buildings and on the grounds with staff and volunteers.
- Be available to respond to after-hours alarms and serve as first responder to all issues pertaining to the museum campus.
- Evaluate issues of security and public safety and take steps to ensure that collections are protected and safe access to the public is maintained.
- Supervise and administer routine cleaning of all public spaces, exteriors, and collections areas as coordinated by collections staff.
- Inventory, purchase, and stock all supplies for kitchens, restrooms, and routine cleaning needs.
- Work with collections staff and volunteers on the effective and accessible exhibit planning.
- Participate in Exhibition Team planning meetings.
- Understands the ACHS financial processes, and prepare, justify and administer the maintenance budget/schedule.
- Attend events and meetings outside the regular business hours throughout the year required.
- Perform other duties as assigned.

Qualifications

- Minimum of a high school diploma or GED required.
- Working knowledge of HVAC, electrical, plumbing, grounds keeping, housekeeping/janitorial, and exterior and interior maintenance of the structures.
- Possess electrical, plumbing, and carpentry skills to be able to perform basic small-scale maintenance repairs, and exhibit structure construction.

- Familiarity with OSHA requirements.
- Ability to work a flexible schedule that may include nights, weekend, and holidays including on call availability when required.
- Show a commitment to serve the public.
- Experience in cost-benefit analysis and working with contractors. In no way shall personal gain of any kind influence the decisions of ACHS.
- Valid drivers license and reliable transportation.
- Exceptional written and oral communication skills.
- Energetic, personable, courteous, and professional when engaging volunteers, staff, and the community.
- Be a team player while completing projects in a timely and professional manner despite interruptions.
- Have a high attention to detail that requires minimal oversight and correction.
- Be open to suggestions and actively strive for best practices in the museum, non-profit, and historic preservation fields.

Reporting

This position reports to and works closely with the Executive Director.

Work Environment

Combination of standard office environment when doing administrative tasks, some work within collections storage areas provides inherent risk of dust exposure. Must be able to reasonably operate small hand tools, reach, stoop, kneel, crouch, or crawl with the ability to also lift between 50-90 pounds unassisted. Work environment is both indoors and outdoors and surfaces and temperature conditions will vary. The position is expected to work Monday-Friday, with some night and weekend availability required.

Compensation

This position is a full-time, non-exempt 40 hour/week position beginning at \$17 per hour. It offers three weeks paid time off. A cost-share employee medical benefits package is provided after a 90-day probationary period, and 10 paid holidays a year.

To Apply

Interested individuals must submit a cover letter, resume, and contact information for three (3) professional references to Executive Director, Sara Fisher at director@ashlandhistory.org. Email subject line must read "ACHS Facility and Building Manager Application." The position will remain open until filled. Priority consideration will be provided to applications received by May 9, 2025. No phone calls or mailed applications will be accepted.

Equal Opportunity Employer

The Ashland County Historical Society is an Equal Opportunity Employer. Applicants with diverse backgrounds and experiences are encouraged to apply. ACHS does not discriminate based on race, color, creed, ancestry, medical condition, religion, sex, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, marital status, political affiliation, or any other discriminatory basis prohibited by state and federal law or local ordinance. We will make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADS/ADAAA. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation benefits, transfer, and social and recreational programs. ACHS maintains a zero-tolerance policy on harassment of any kind.