



FACILITIES SPECIALIST JOB POSTING

JOB TITLE: Heritage Facilities Specialist
REPORTS TO: Executive Director
DEADLINE: Friday, July 21, 2022 at 5 pm
HOURS: 32 hrs/week, 4 day work week
SALARY: \$24.13/hr plus benefits package

The Workers Arts and Heritage Centre's mandate is to bring together and celebrate all working people (paid and unpaid) through art, history and culture, enabling a stronger, more connected community. WAHC is located in the James Street North neighbourhood in Hamilton, in a designated heritage building, the Custom House, on the territory of the Haudenosaunee and Anishinaabek.

We are currently seeking a **Heritage Facilities Specialist** to form part of the core staff team. The primary role is to ensure a safe and accessible physical environment for the public and all users. The successful candidate will administer and oversee the facility rentals program; ensure the maintenance and security of WAHC's physical plant; assess and oversee minor and major repairs to the building; install and maintain temporary and permanent exhibits and oversee art packing and shipping; and ensure the delivery of the tenant rental program.

This position is unionized with CUPE 1281, and as such has excellent protection and benefits. WAHC offers a generous compensation package that includes health benefits, a pension plan, plenty of holiday time, sick time and lieu time and flexible work hours.

This position is a critical part of a small staff team, driving and supporting the work of the organization, in a shared office environment. As with most small arts organizations, this position will also be expected to contribute to shared responsibilities and a collaborative work environment.

Duties and Responsibilities:

The key duties and responsibilities include building management, facility rentals, gallery and exhibition support and administration.

- implementation of physical plant standards and policy, troubleshoot and coordinate minor building repairs, develop and maintain a list of all repairs needed, coordination of building trades for repairs, maintenance of grounds
- monitor weekly clean-up and janitorial services, distribution and control of keys and training of alarm code, tenant communications
- manage a facility rentals program, which includes communicating with individuals and groups, arranging payment, and supervising event rentals including but not limited to meetings, weddings, and performances
- installation of artwork in our Main and Community Galleries, including setting schedule for installation and take down of exhibits, shipping, planning and receiving, and



- communication of schedule in the shared staff calendar
- assist to maintain temporary and permanent exhibits
 - provide progress updates; ensure adequate reporting is met; look after maintenance of office systems and equipment; shared responsibilities for admin support; possible attendance at appropriate committee meetings
 - assist Executive Director with job assignments to volunteers, summer and cooperative students in the area of building, rentals, and exhibit installation as needed

The following are the minimum qualifications needed:

- minimum of 3 years of building management experience and a thorough working knowledge of building systems
- basic carpentry and woodworking skills, knowledge of basic repair methods, materials and technology
- a willingness and interest to learn
- material knowledge of workplace health and safety
- ability to multi-task
- excellent organizational and ability to prioritize and handle stress in an extremely busy environment
- excellent judgment, diplomacy, and professionalism, energetic, self-motivated, flexible and adaptable
- some knowledge of landscaping and grounds maintenance
- the ability to lift and move heavy objects and work at heights

The following qualifications would be considered an asset:

- WHMIS certification and a working knowledge of the Fire Code and Occupational Health and Safety Act
- solid interpersonal skills, and ability to deal with the public, some knowledge of event production and planning
- proven experience and knowledge of the various methods for installing artwork of different media, including the handling of artwork, proper care for artwork and the packing and crating of artwork in all media
- knowledge of Ontario Heritage Act, as well as maintenance of a heritage building

This position requires frequent weekend hours, evenings, and late nights. This position requires frequent heavy lifting up to 45 lbs., and the handling of hazardous materials.

We are looking for someone who is a progressive, outside-the-box thinker, and has an appreciation for what WAHC does, and our mission/vision.

Please send a resume and cover letter, **as one document**, no later than **Friday, July 21, 2022 at 5 pm** to **info@wahc-museum.ca**. **No phone calls or email inquiries please.** Interviews



may be done virtually.

For more information on WAHC please visit our website at www.wahc-museum.ca. We regret that we can only respond to those selected for an interview.

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WAHC promotes and values employment equity. We encourage those who have experienced discrimination based on sexual orientation, race, class, gender, ability and other systemic forms of oppression to apply and self-identify if they wish to do so.

Please note that our building is fully accessible and should you require any accommodations throughout the hiring process, please let us know with your submission.

WAHC is fully accessible.



Workers Arts and Heritage Centre
51 Stuart Street
Hamilton, Ontario
www.wahc-museum.ca