

Education Center

5339 Chamblee Dunwoody Rd.
Atlanta, GA 30338
770.394.3447



Gallery & Gift Shop

4681 Ashford Dunwoody Rd.
Atlanta, GA 30338
770.394.4019

www.spruillarts.org

JOB TITLE: FACILITIES MANAGER

EMPLOYMENT TYPE: FULL-TIME, EXEMPT

SALARY RANGE: \$45,000 - \$50,000

REPORTS TO: OPERATIONS AND EDUCATION DIRECTORS

JOB DESCRIPTION:

Are you passionate about the arts and ready to take on a key role in a dynamic and growing arts environment? The Spruill Center for the Arts is seeking a detail-oriented, well-organized, and maintenance focused individual to join our team as the Facilities Manager. In this role, you will play a pivotal part in supporting the day-to-day facility and studio operations of the Spruill Center for the Arts.

As a vital member of our team, you will contribute not only to the physical maintenance and management of our facilities but also to the overall experience of our artists, students, and visitors. Your dedication to creating a welcoming and efficient environment will directly impact the success and vibrancy of the artistic community at Spruill.

WHY CHOOSE US:

The Spruill Center for the Arts has been a cornerstone of the metro Atlanta arts community for nearly 50 years. We are dedicated to fostering creativity and social connections through the arts by offering a diverse visual arts program for students of all ages and skill levels and by providing a platform for artists to share their talents through exhibitions, sales, and instructional opportunities.

In early January 2024, our commitment to growth became evident as we expanded our facilities by an additional 8,300 square feet, encompassing classrooms, studios, and event rental spaces. This expansion represents a significant stride in our dedication to providing enhanced opportunities in the arts for our community and beyond.

This is your opportunity to join us in our mission, making a lasting impact on the Atlanta arts scene. By becoming part of our team, you will contribute to the creation of a welcoming and creative environment for the arts. Join us as we continue to be a vibrant force in the arts community, celebrating creativity and fostering a space where artistic expression thrives.

BENEFITS PACKAGE:

Our comprehensive benefits package is designed to support the well-being of our team members. As part of the Spruill Center for the Arts team, you'll enjoy generous perks that contribute to a fulfilling work experience.

- **Vacation and Sick/PTO Allowance:** You'll start with 10 days of vacation upon hire, coupled with 12 days of annual Sick/PTO. Additionally, all employees have time off in late December, which starts from Christmas Eve and extends until the first business day after the New Year. We observe additional holidays such as Memorial Day, July 4th, Labor Day, Thanksgiving Day, and the day following.
- **Health Insurance:** We prioritize your health by covering 80% of employee health insurance costs through our providers. Vision and dental coverage are also included.

- **Short and Long-Term Disability Coverage:** After 60 days, you'll be eligible for comprehensive coverage, ensuring financial security in unforeseen circumstances.
- **Maternity, Paternity, and Bereavement Leave Policy:** We understand the importance of family and provide supportive leave policies for significant life events.
- **SEP (Simplified Employee Pension) Contribution:** After 1-year of employment, you will receive a 3% employer-funded SEP contribution, providing support for your long-term financial well-being.
- **Mutual of America Deferred Annuity Plan:** You have the option of immediate participation in our Deferred Annuity Plan, offering a pathway to save for retirement.
- **Employee Education and Discounts:** We encourage continuous learning in the arts by providing employees with a \$500 credit toward any classes offered by Spruill annually. Additionally, enjoy a 30% discount on any purchases at the Spruill Gallery.

KEY RESPONSIBILITIES:

Room and Studio Management:

- Oversee the daily management and execution of rooms and studios.
- Ensure cleanliness and proper setup of classrooms.
- Arrange regular maintenance of equipment and internal systems.
- Support education team with instructor room setup requests and changes.
- Restock studio and office supplies.
- Check rooms and furniture to identify the need for repairs or replacement.

Facility Improvement:

- Oversee facility improvement projects, ensuring timely completion within budget.
- Manage the maintenance and appearance of Spruill common areas, including hallways, pathways, courtyard, and atrium.
- Coordinate the repair of minor malfunctions in studio and office equipment, or major repairs with city responsibilities.

Equipment and Facility Maintenance:

- Maintain equipment and facilities to meet the art center's requirements.
- Maintain an updated record of inventory and repairs.

Administrative Support:

- Manage quarterly locker system.
- Support data entry of weekly art supply purchases.
- Support the management of room reservations, payments, and setups.
- Register students during peak periods.
- Oversee and manage inventory and storage.
- Serve as an additional point of contact for facility, maintenance, and rental information.
- Demonstrate flexibility and a willingness to lend support to additional Spruill tasks as needed.

Onsite Management:

- Provide onsite supervision for deliveries and ensure smooth setup for community meetings, events, and rentals (e.g., vendors, event organizers).
- Monitor activities inside and outside the building, addressing issues like misplaced equipment, student projects, and waste disposal.

- Implement and enforce safety protocols and procedures for a secure environment.

SKILLS/EXPERIENCE:

- High School diploma; bachelor's degree preferred.
- 2 to 4 years of experience in facilities management or coordination, preferably in maintenance, technician, studio management, or a similar role.
- Strong knowledge of facilities management operations.
- Well-organized with a proven ability to manage tasks efficiently.
- Friendly and welcoming demeanor for positive visitor interactions.
- Excellent prompt and professional communication skills.
- Physical fitness to lift up to 25 pounds unaided and up to 50 pounds with assistance.
- Demonstrated ability to make competent decisions when working independently.

WORK ENVIRONMENT:

The Spruill Center for the Arts operates seven days a week throughout the year. The Facilities Manager's primary workdays are Thursday through Monday, with weekday hours from 11:00 a.m. to 7:00 p.m., and Saturdays and Sundays from 9:00 a.m. to 5:00 p.m. The manager will handle scheduling room setups, maintenance, and other facilities requests with the educational staff during their days off on Tuesday and Wednesday. Flexibility in scheduling is required for annual Spruill events or when additional duties are assigned. This position is not eligible for remote work and requires the tasks to be performed in person, onsite.

The position necessitates physical ability to perform job functions with or without accommodation. This includes the ability to lift up to 25 pounds unaided and 50 pounds or more with assistance, as well as the capacity to sit, stand, and walk for prolonged periods. The Facilities Manager will utilize provided tools and equipment, such as pedestals, ladders, and power tools, for executing facility management projects.

Key responsibilities of the role include the management and maintenance of the Education Center building's classrooms, studios, community room, and courtyard. The Facilities Manager is accountable for overseeing the property's day-to-day needs, such as managing vendors and deliveries, scheduling routine inspections or emergency repairs with the City of Dunwoody, and maintaining the cleanliness of hallways, classrooms, and the studios. The ability to perform light grounds maintenance if needed may also be required.

TO APPLY:

Send your resume and cover letter to the Director of Operations, Kimberly Marshall at kmarshall@spruillarts.org.