

Holocaust Legacy Foundation/Holocaust Museum Boston

18 Tremont Street, Suite 608

Boston, MA 02108

Facilities Manager

The Holocaust Museum Boston, opening in early 2027, will be New England's first museum dedicated to Holocaust education. Located in downtown Boston, the Museum will use immersive exhibitions and educational programming to explore the history of the Holocaust and its relevance today, encouraging empathy, human dignity, and moral responsibility.

As a mission-driven institution, the Museum is committed to preserving historical truth while creating a safe, respectful, and impactful visitor experience for all.

Position Summary

The Facilities Manager is responsible for the daily operation, maintenance, and safety of the Holocaust Museum Boston's building and infrastructure. They will recommend and implement short- and long-term improvements to keep systems in line with industry standards. The Facilities Manager is responsible for ensuring that building systems, including HVAC, environmental controls, and life safety systems, are functioning properly and that all buildings and grounds are safe, clean, and visitor ready. They are occasionally asked to support office needs for the Museum's nearby office-space.

This position plays an important role in maintaining appropriate environmental conditions for exhibitions and sensitive materials, including the museum's historic railcar. This is a hands-on role for a proactive, dependable person who is a clear communicator and calm under pressure.

This role helps ensure that the museum operates smoothly each day, providing a safe and welcoming environment for visitors, staff, and the community. The Facilities Manager supports the care of the building and contributes to the overall visitor experience in an institution dedicated to education and human dignity.

Responsibilities

Administration

- Establish and manage the facilities budget with responsibility for the department's financial resources.
- Manage expense allocation to proper budget accounts.
- Proactively monitor facility utilities with proper controls and take corrective action when usage is not aligned with normal patterns.
- Monitor all contracts and renew each in a timely manner to maintain continuous uninterrupted service.

Operations

- Manage performance of facilities staff, custodial staff, contractors, and temporary workers.
- Create and manage department work schedules ensuring adequate coverage for facility maintenance and operations.
- Review hourly timesheets and time off requests to ensure timely submission for payroll processing.
- Organize, prioritize, and assign work orders to maintenance technicians and custodial staff.
- Monitor the status of facilities projects in progress and at completion to ensure high quality end results; communicate status updates as appropriate.
- Lead and direct facilities staff involvement with exhibit installations and de-installations.
- Determine and enforce all facilities policies and procedures to ensure compliance with all safety and security regulations; determine and enforce training policies for all Facilities staff.

Building Maintenance

- Perform daily checks of building systems, including HVAC, lighting, plumbing, and basic electrical systems.
- Monitor building conditions and identify maintenance needs.
- Perform routine maintenance and minor repairs as needed.
- Keep organized records of maintenance activities and building issues.
- Develop and manage the building operations and maintenance annual budget with input and recommendations for all base building systems, under supervisor's approval.

Environmental Monitoring[1.1]

- Monitor temperature, humidity, and general environmental conditions in galleries and exhibition spaces.
- Report any irregularities or concerns to the COO and appropriate team members.
- Support environmental requirements for sensitive materials and installations.

Vendor Coordination

- Select and contract with external vendors for maintenance, cleaning, and repairs.
- Schedule service visits and ensure work is completed as expected.
- Communicate issues and follow up on outstanding work.

Safety & Building Readiness

- Ensure compliance with OSHA, fire safety, building codes, ADA requirements, and museum safety policies.
- Conduct daily safety inspections and coordinate corrective actions to ensure the building is ready for staff and visitors.
- Support physical security protocols, including visitor access, surveillance coordination, and emergency response planning.
- Participate in business continuity, emergency preparedness, and disaster recovery planning efforts.
- Report and log safety concerns promptly

Pre-Opening Support

- Assist with final building readiness in advance of the museum's opening.
- Facilitate system testing, walkthroughs, and punch list items.
- Help establish daily maintenance routines and procedures.

Cleaning & Public Space Readiness

- Order office supplies and equipment to support Museum offices and off-site administration.
- Oversee custodial services to ensure a clean, safe, hygienic environment, ensuring all public areas (restrooms, galleries, classroom/event space) are maintained at a high level.
- Ensure that the exhibit cleaning manual is followed so that only the correct materials and processes are used on exhibitry.
- Direct event setup and breakdown as needed.

Other duties as assigned.

Qualifications

- 2–5 years of experience in building maintenance, facilities support, or similar hands-on role
- Able to read and understand complex architectural and engineering drawings.
- Working knowledge of mechanical, electrical, and plumbing systems.
- Available to work evenings, weekends, and holidays when the museum is open.
- Working knowledge of cleaning materials and equipment, and their proper use according to state and federal regulations, including safe disposal of hazardous materials.
- Ability to perform routine maintenance and troubleshoot basic issues.
- Strong attention to detail and reliability.
- Ability to work independently and take direction from leadership.

Preferred:

- Experience in a public-facing building (museum, school, nonprofit, or commercial space).
- Familiarity with maintaining consistent environmental conditions.

Skills & Competencies[2.1]

- Able to lift 50lbs or more, and occasionally lift or move more than 100lbs.
- Be able to operate equipment such as power tools, snowplow, pressure washer, etc.
- Able to stand for long periods of time and move throughout the premises.
- Able to bend frequently, ascend/descend stairs and ladders.
- Specific vision abilities required, including close and distance vision, depth perception and the ability to adjust focus.
- Able to occasionally work near moving mechanical parts and in outside weather conditions.
- Good communication and coordination with vendors and team members.
- Ability to respond calmly and effectively to issues as they arise.
- Commitment to maintaining a safe and respectful environment.

Compensation

\$60,000-70,000

Interested candidates should submit their resume to:

Brian Barbeau
Senior Talent Acquisition Specialist
BBarbeau@accountingresourcesinc.com