



**YELLOWSTONE ART MUSEUM  
POSITION DESCRIPTION**

**Facility Manager**

**Reports to:** Executive Director

**Supervisory responsibilities:** Security personnel  
Contract personnel  
Housekeeping

**Status:** Fulltime, exempt

**Position summary**

The Facility Manager has primary responsibility for managing the facilities. They are also responsible for supporting public programs and assisting the Curatorial team with installations. The Facility Manager proactively maintains building systems in good order and anticipates major maintenance needs. They work closely with the Executive Director and Finance Director to plan and budget all maintenance projects. The Facility Manager oversees the security staff to ensure a safe environment for people and art. They are a key member of the Building and Grounds Committee.

**Primary responsibilities**

- Supervise the museum's facilities, overseeing contract services and ensuring cost-effective maintenance and operation of the buildings and grounds. Act as primary liaison with building maintenance contractors.
- Prepare and maintain calendar of regular maintenance activities, including grounds and interior maintenance, as well as a repair log for all building systems and improvements.
- Maintain updated building plans and redline drawings for all buildings and system upgrades.
- Attain a basic knowledge of the buildings' systems to ensure the safety and longevity of the building and its equipment. Perform minor building repairs.
- Maintain high standards in the appearance and operation of the building and grounds, including regular landscaping responsibilities. Responsibilities also include the maintenance and operation of all café equipment.
- In consultation with the Senior Curator, oversee technical preparation of galleries for installation. Organize the woodshop and equipment storage areas so that tools and materials can be located as needed.
- Oversee the museum's security personnel.
- Manage and maintain Key Authorization forms and staff building keys. Add and remove staff from alarm panels and key contact lists as needed.

### ***Secondary responsibilities***

- Assist curatorial and special event staff with ceiling-level tasks, such as replacing light bulbs and hanging banners.
- Assist curatorial and special event staff with the movement of crates and other large objects within the building. Assist with special event set-up.
- Design and build exhibitory and crates, as required.
- Assist other museum staff with tasks as assigned by the Executive Director or Senior Curator.
- Maintain key relationships with downtown colleagues, including the Downtown Billings Alliance and downtown security officers.
- Assist the Executive Director, Finance Director, and Development Director on the writing of budgets and securing quotes for grant applications to fund building maintenance and repair.

### ***Minimum skills and qualifications***

- B.A. and three years' relevant facility management and/or hands-on curatorial experience preferred
- A general understanding of building systems is required
- Strong professional relationships with local and regional service providers
- Design ability a plus; creativity and problem-solving skills
- The ability to work in a team environment and communicate effectively
- Excellent rough and finished carpentry skills, experience with hand and power tools
- Manual dexterity and a careful, prudent approach to tasks
- Computer skills, including Microsoft Office and CAD programs as required and available
- A valid Montana driver's license
- A desire to understand museum environments and their unique needs
- Must be able to lift 75 pounds

### ***Preferred Skills and Qualifications***

- Boiler's license is strongly preferred
- Knowledge of museum practices and standards preferred
- Experience and training in proper care, handling, and transport of art, and knowledge of artists' materials and methods are preferred

### ***Specific equipment skills required***

- HVAC (HVAC Control Computer, Siebe system, Kenco alarm and security system)
- Carpentry tools (table saw, planer, chop saw, drills, belt sander, router, and similar)
- Matting and framing tools (mat cutter, point gun, and similar)
- Art handling tools (two- and four-wheeled carts, dollies, hand truck, pallet jack, engine hoist, gantry, personnel lift, and similar)

**Hiring Salary Range:** \$65,000 - \$80,000 based on experience level

The Museum has an open-door policy intended to ensure that all employees are treated with dignity, equity, respect, and trust. All employees are expected to participate in open and honest communication whereby employees respect input they receive, they listen, clarify, and strive for consensus. Federal law and Museum policy require that there be no discrimination against any employee or applicant for employment because of the individual's race, color, creed, ethnicity, religion, sex, sexual orientation, transgender status, gender expression or identity, national origin, ancestry, age, height, weight, disability, political affiliation, military or veteran status, or any other

basis now or in the future protected by federal, state, and local law, ordinance, or regulation with respect to hiring, promotion, firing, compensation, or other terms or privileges of employment. In addition, the Yellowstone Art Museum does not discriminate on the basis of marital status, veteran or military status, or other condition outlined in the Americans with Disabilities Act. In addition to strict adherence to EEO laws, the Yellowstone Art Museum complies with the Fair Labor Standards Act, the Equal Pay Amendment, and all laws relating to sexual harassment. The Museum also complies with the Family Medical Leave Act.

**To apply:**

To apply for this opportunity, please submit a cover letter, resume, and three professional references (will not be contacted without advance permission to [adminassist@artmuseum.org](mailto:adminassist@artmuseum.org)). Only complete applications will be reviewed, and applications will be reviewed on a rolling basis.

No phone calls please.

Revised January 2026