

## **Facility Manager:**

The Batavia Artist Association is looking for a Facility Manager for their Water Street Studios facility. This non-director, non-paying position will require a self motivated, self starting individual to manage the facility and coordinate volunteer efforts. Expected hours per week - Approximately 10. This position will begin on a trial month to month basis. Please submit resume/qualifications to be considered for interview to jim kirkhoff at [jimkirkhoff@me.com](mailto:jimkirkhoff@me.com).

Duties include:

- Manage and coordinate volunteers to regularly clean the facility,
- Put together a preventative maintenance schedule for the facility,
- Document energy bills,
- Become familiar with the BEC Green Business Plan and assure that WSS is operating to levels exceeding,
- Review and implement cost saving measures to reduce energy waste,
- Assure that cleaning and sanitary supplies are properly stocked,
- Report to the board of directors at their bi-monthly meetings,
- Receive and evaluate resident artist comments pertaining to the facility,
- Prepare quarterly budgets for the board on the operations, upkeep and upgrade of facility,