Facilities Director
LA Plaza de Cultura y Artes serves the public by providing educational experiences through public programming and exhibitions that celebrate the rich cultural heritage of Mexicans, Mexican Americans and all Latinos in Southern California. LA Plaza opened to the public in 2011 in two renovated buildings located in the downtown Los Angeles historic core. Established by the County of Los Angeles, LA Plaza operates as a non-profit organization governed by a board of directors and is partially funded by Los Angeles County. LA Plaza is a Smithsonian affiliate museum. More information is available at www.lapca.org.

Facilities Director oversees the overall maintenance for the interior and exterior/campus of the facility, including the museum buildings, Historic Paseo Walkway and La Cocina museum.

Maintenance Responsibilities
- Supervises on a daily basis the contracted janitorial staff
- Works with the Special Events Manager to set up and staff rental and in-house events and satisfy facility requests.
- Works with Curator and Programs Manager to satisfy any exhibition maintenance requests
- Oversees the fire monitoring system of the facility
- Works with various vendors for the on-going maintenance and repair of electrical, plumbing, lighting, HVAC, landscaping, rodent control, janitorial, elevator, alarm, and fire monitoring systems
- Oversees the ordering of all maintenance and janitorial supplies and equipment
- Ensures that the facility is code compliant in all aspects including fire and ADA
- Other duties as assigned

Audio/Visual Responsibilities
The Facilities Director supports all audio-visual needs at LA Plaza for staff, exhibitions, rentals and events.

Responsibilities
- Maintains and supports AV needs for all departments
- Manages video screens in exhibition areas and exterior grounds
- Supports and maintains all AV requirements (mixer, amps, speakers, mics, projection) for programs, events, meetings and rentals
- Maintains and administration of CobraNet fiber network
- Maintains Crestron controller processor and matrix router
- Other duties as assigned
- Maintains and supports Videro video system
- Works with outside vendors for AV needs for rentals and special events

Security Responsibilities
Oversees and coordinates security needs across the organization.

Responsibilities
- Oversees the security of the facility with the contracting vendor
- Assures that the physical property and safety of staff and visitors is maintained 24/7/365.
- Reviews all SAR’s and Incident Reports and escalates to Deputy Director & CEO as needed
Works directly with the Security Post Commander regarding security issues, training, discipline, procedures and other issues as required.

- Works with the Special Events Manager to staff security officers as needed for any rentals and/or special events
- Implements disciplinary procedures
- Maintains on-site and off-site video surveillance
- Conducts periodic risk assessments and physical security inspections
- Interviews and make recommendations for placement of security staff
- Monitors access control systems
- Ensures that all criminal information is reported to authorities
- Maintains relationships with local, state and federal law enforcement and other related government agencies
- Creates and maintains fire/life safety procedures and manual
- Other duties as assigned

**Desired Skills – Information Technology**

The Director of Technology supports all IT, and telephony and security systems at LA Plaza including staff, exhibitions and events. Maintains and protects the electronic and intellectual property of the facility.

**Responsibilities**

- Provides on-call telephone-based and electronic (email/web-based) technical system hardware and software support to desktop and server computer system.
- Development and maintenance of all IT systems
- Maintains and administers Fortinet router and firewall
- Maintains and administers MS Domain Controller
- Maintains and administers MS DHCP server
- Maintains and administers 50 plus node Cat 6 network
- Maintains and administers Ubuntu UNIX content server
- Works with vendors for specification of purchases and to resolve issues
- Installs and maintains desktop and server security and malware software
- Designs or modifies existing technical software to meet production support requirements
- Participates in quality assurance/control review of all new systems development
- Assists staff in the identification and solution of software problems
- Designs, modifies installs and maintains subsystems to provide minimum downtime
- Analyzes and diagnoses problems related to the operating systems and develops effective solutions
- Administration for MS AD (Active Directory) users, groups and security permission
- Install and customizes upgrades to systems software
- Prepares and presents formal and informal training to personnel
- Writes clear, complete and accurate reports
- Evaluates the feasibility of modifications to or replacements of hardware
- Creates and contributes to the development of internal knowledge
- Administers VOIP Shortel telephone system
- Administers IP based security camera system
- Administers multiple controller security card system
- Administers WAP Network
- Administers and maintains all facility network HP printers, fax and copiers

- Ensures software compliancy with ISO/IEC 19770-1 standards
Administers all company POP3 e-mail
Creates and maintains detailed documentation on systems and procedures
Other duties as assigned, including urgent or emergency matters

Administrative
• Reports directly to Deputy Director
• Serves as first point of contact for all building/grounds matters after 24/7
• Responsible for maintaining departmental budget and monitor all spending
• Provide regular and written reports to Deputy Director
• Weekly attendance of senior management meetings and general reporting on state of facilities and grounds

Physical Demands
• Ability to carry, lift, push 50/+ pounds of items, equipment, other
• Must be able to stand for long periods of time
• Must be able climb up and down ladders and multiple flights of stairs
• Must be able to work in different and sometimes severe weather conditions
• Must possess a valid California Driver’s License

Employment Status
• Full-time, exempt position
• Flexible work schedule, including evening and weekend work

Compensation
LA Plaza offers a competitive compensation package that includes:
• Direct deposit of paycheck twice per month
• Salary range $55,000.00 to $65,000 per year
• Monthly nonaccountable cell phone/internet stipend of $50.00
• Individual health, dental and vision care
• Non-matching 401k
• Free parking

Employment background screening will be completed before extending any offer of employment.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

How to Apply
Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@lapca.org