Facilities Manager
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 Manager 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, HAVC, 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 Manager supports all audio-visual needs at LA Plaza for staff, exhibitions, rentals and events.
- 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.
- Maintains and supports Videro video system.
- Works with outside vendors for AV needs for rentals and special events.
- Other duties as assigned.
Security Responsibilities
Works closely with the Security Manager on security needs of the campus in assuring that the physical property and safety of staff and visitors is maintained 24/7/365.

- Maintains on-site and off-site video surveillance.
- Conducts periodic risk assessments and physical security inspections.
- Monitors access control systems.
- Other duties as assigned.

Other Support
Maintains and protects the electronic and intellectual property of the facility. Works with vendors for specification of purchases and to resolve issues. Participates in quality assurance/control review of all new systems development. Assists staff in the identification and solution of software problems. Writes clear, complete and accurate reports. Administers VOIP Shortel telephone system. Administers and maintains all facility network HP printers, fax and copiers. 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
- Provides 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 $45,000.00 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 conducted and conditional upon 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