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FACILITIES COORDINATOR

The Facilities Coordinator is responsible for the upkeep and management of the Photo Center facilities. The Coordinator is also responsible for management and training of volunteers who assist in the monitoring and upkeep of the facilities. The primary role of this position is to provide safe, clean, working, organized, facilities for our clients, faculty, students, renters, and staff.

Hourly position, 30-40 hours per week, starting wage \$11/hour

Typical hours are Tuesday-Fridays 11am-7pm + Saturdays 10am-5pm (flexibility desired)

Benefits include health insurance & dental & free photography classes/facilities use

Primary responsibilities

- Maintenance, monitoring, and repairs in the color darkroom, black and white darkroom, lighting studios, classrooms, equipment, and assisting with the digital lab
- Recruiting, training, and supporting the volunteers who help to monitor the client/student facilities
- Working with the education staff and faculty to organize and place orders or secure in-kind donations for facilities needs including equipment, repairs, and class materials needs
- Coordination of renters/vendors including utilities, parking lot leasing, and facilities rentals
- Assisting with facilities budget management including helping to reduce expenses and initiatives to grow revenue areas
- Managing the annual Photo Center rummage sale
- Assisting with the collection and outreach for in-kind donations related to facilities
- Maintaining safety standards throughout the building and property
- Maintaining the property including repairing equipment, assisting/hiring contractors, cleaning, landscape maintenance, graffiti removal, and other maintenance issues
- Assisting in the coordination of facilities upgrades and construction projects
- Managing facilities and vendor contracting for events
- Creating a process for receiving feedback and a timely response system in order to ensure excellent user experiences
- Assisting with the planning and implementation of facilities transitions related to organizational strategic planning goals
- Assistance with customer service at the front desk

Required Experience

- Basic carpentry and building repair experience
- A minimum of 1 year of project organization experience
- Experience managing and training individuals/volunteers
- Experience contracting with vendors/contractors
- Good understanding of photographic and digital equipment and processes

- Basic budgeting experience
- Customer service experience
- Excellent communication skills

Desired Qualifications

- Patient
- Organized
- Good customer service skills
- Ability to prioritize, multi task, and maintain organization
- Adaptable
- Accountable and takes initiatives
- Ability to work both as a team and independently
- Innovative, ability to find creative solutions
- Skills in the following areas: plumbing, electrical, painting
- Skills in digital imaging software, printing, and analog processes

The position requires a good deal of physical work including lifting heavy objects (50 lbs), using ladders, painting, basic maintenance work, mixing/cleaning chemicals for photo facilities, and equipment installation. Candidates must be able and willing to safely perform this work in order to be considered for the position.

To apply:

E-mail cover letter and resume to: jobs@pcnw.org with the subject line "Facilities Coordinator".
Deadline: November 15th, 2010

Interviews will be scheduled for mid to late November with a desired hire date of December 13th.

Please no calls or inquiries regarding the position. We will be in touch if we feel you are a match for the role to set up an interview appointment.

It is the policy of Photographic Center Northwest to employ the best qualified individuals available for all jobs without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity/gender expression, disability, and citizenship, status as a veteran with a disability.