Ahha Tulsa
Job Description

Position Title: Exhibitions & Facilities Manager
Reports To: Director of Programs & Engagement
FLSA Status: Salaried/Exempt
Salary: $50,000 per year

Ahha Tulsa is a 501c3 nonprofit organization whose mission is to cultivate a more creative community. Founded in 1961, ahha advocates for arts and culture policies and programming in the community and in the education system. Ahha takes a lead role in fostering cooperation among Tulsa arts and humanities organizations as a whole to benefit the entire community; and develops, supports and nurtures innovative programs and exhibits that bring the arts to the public. Ahha operates a state-of-the-art facility to support the mission, the ahha Hardesty Center in the downtown Tulsa Arts District.

Position Summary:
The Exhibitions & Facilities Manager contributes to the success of ahha Tulsa by effectively planning and implementing contemporary art exhibitions that welcome and engage diverse audiences. This position also manages the maintenance of ahha Tulsa facilities, including audio, video, and multimedia technology.

Essential Duties and Responsibilities:
Other duties may be assigned in keeping with the mission of ahha Tulsa.

• In collaboration with the Director of Programs & Engagement, manages contemporary art exhibitions in the ahha Hardesty Center GALLERY, including calls to artist, jury and selection processes, installation and deinstallation.
• Works collaboratively with the Public Programs & Engagement Manager on exhibition-related interpretation and programs.
• Manages the ahha EXPERIENCE immersive art installation, including artist invitation and selection processes, installation and deinstallation, maintenance and repair.
• Develops and implements strategic technology investments at the ahha Hardesty Center to increase visitation and improve audience engagement.
• Manages the ahha GALLERY and EXPERIENCE operational budgets.
• Develops and maintains a preventive maintenance program for ahha Hardesty Center building, grounds, and equipment. Manages all facilities vendors and contractors and maintains the facilities operational budget.
• Responds to incidents when vendors are not available.
• Ensures the ahha Hardesty Center remains a clean, safe, welcoming environment for guests, artists and staff.
• Assists architects, engineers, and contractors during the construction of new exhibits or renovations to expedite the timely completion of a project and to look out for the short-term and long-term interests of ahha throughout the construction process.

Ahha Values:
Employees of ahha must be committed to upholding the values of the organization. At ahha Tulsa, we are:

*Creative, Accessible, Engaging, Collaborative and Fun!*

Supervisory Responsibilities:
This position currently has no staff supervisory responsibilities, however the Facilities Manager does oversee the work of multiple outside vendors and may oversee the work of volunteers and contract staff on an as-needed basis.

Competencies:
To perform the job successfully, an individual should demonstrate the following competencies:

**Continuous Improvement**
- Works hard consistently and enthusiastically
- Displays original thinking and creativity
- Meets challenges with resourcefulness
- Develops innovative approaches and ideas

**Integrity**
- Accepts accountability for personal performance and behavior
- Admits and takes responsibility for correcting mistakes
- Represents collective interests over personal gains

**Teamwork**
- Able to establish and maintain effective and professional working relations with coworkers
- Relates well to all kinds of people, building rapport with diplomacy and tact
- Shows empathy and respect towards others

**Customer Service**
- Deals courteously and effectively with the public at all times
- Responds promptly to customer needs
- Solicits customer feedback to improve service
Safety and Security
• Adheres to all safety regulations and policies and maintains a safe and productive workplace for visitors, program participants and fellow employees
• Reports potentially unsafe conditions

Project Management
• Develops project plans
• Coordinates projects and communicates changes and progress to the team
• Completes projects on time and budget

Leadership
• Displays passion and optimism
• Inspires respect and trust
• Serves as a role model for employees, embodying ahha’s core values
• Mobilizes others to fulfill the ahha mission and vision
• Accepts feedback from others
• Gives appropriate recognition to others

Managing People
• Delegates tasks, projects and assignments effectively
• Includes staff in planning, decision-making, facilitating and process improvement
• Makes self available to staff
• Provides regular performance feedback
• Develops subordinates' skills and encourages growth
• Continually works to improve supervisory skills

Business Acumen
• Understands business implications of decisions
• Works within approved budget
• Develops and implements cost saving measures
• Develops strategies to achieve organizational goals
• Adapts strategy to changing conditions

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor’s degree from college or university preferred; two to five years related experience and/or training; or equivalent combination of education and experience.
**Language Skills**
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of ahha employees, managers, clients, customers and the general public.

**Mathematical Skills**
Ability to calculate figures and amounts such as discounts, proportions and percentages. Ability to apply basic concepts of algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios and decimals to practical situations.

**Computer Skills**
Requires experience with Microsoft Word; Microsoft Excel; Microsoft PowerPoint; Google Docs; Google Sheets; Google Slides; and Internet Browser(s)- Explorer, Chrome, Safari, etc.

**Other Skills, Abilities or Qualifications**
Ability to work evenings and weekends as needed. Ability to respond to emergencies during off hours.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires substantial walking; substantial standing, moderate sitting; substantial reaching with hands and arms; moderate climbing or balancing; moderate stooping, kneeling, crouching or crawling; substantial talking or hearing; substantial lifting 20 to 60 pounds.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment requires minimal wet or humid conditions; moderate work near moving mechanical parts; moderate work in high, precarious places; minimal work with or near toxic or caustic chemicals; minimal work with or around fumes or airborne particles; minimal work in outdoor weather conditions; moderate work with loud noise level.