

Facility Operations Manager – MAP

Reports to: Director

Works closely with: HR

Role type: Full-time

Location: Bangalore

Contract: Permanent

Salary: Competitive, dependent on experience

About the Museum of Art & Photography

The Museum of Art & Photography (MAP) is a bold, dynamic and ambitious project committed to building and sustaining a new museum of international standards in South India. Its mission is to exhibit, interpret and preserve a growing collection of art and cultural artefacts, motivated by a belief that museums can play a positive role in society.

MAP is the custodian of a growing collection of over 60,000 artworks, predominantly from the Indian subcontinent and dating from the 12th century to the present. Its flagship site will include five galleries, an auditorium, an art and research library, an education centre, a multimedia centre and a specialised research and conservation facility. From here, MAP will produce exhibitions, encourage and foster new academic research and improve access and understanding of the visual arts in India, focusing on building new audiences.

While the museum's physical space is being built, MAP is carrying out its mission by actively reaching out to the local community, particularly to schools in Bengaluru, through various programs and projects, including artist loans, art exhibitions, workshops and lectures. MAP's long-term strategy is to be a sustainable and scalable model and catalyst for further positive change in the museum sector in India through capacity building and knowledge-sharing.

Role Overview

The Facility Operations Manager will represent MAP to oversee and ensure smooth operations of the Museum facility by establishing necessary contacts and interfacing with all stakeholders responsible for supporting excellent facility management. The Facility Operations Manager will support MAP's goals to ensure a friendly, inclusive, and secure experience for all visitors.

Duties and Responsibilities

- Plan and coordinate all installations and refurbishments needed for the flawless operation of the museum. Ensure that the museum facility is fully operational with all utilities functioning correctly.
- Regular facility inspection of building structure to determine the need for repairs or renovations. Recommend facility and design modifications with a long-term vision for the museum
- Maintain ongoing communication and relations with the facility supervisor of outsourced staff and contractors. Oversee/supervise all outsourced facilities staff (security, technicians, housekeeping, and other ground staff, etc.) Responsible for driving the required map power from contractors as deemed necessary for facility management and facility upkeep per MAP requirements and standards.
- Responsible and accountable for round-the-clock safety and security of the museum at all times and accountable for opening and closing functions of the museum. Will be responsible to be available in person to manage crises for all emergencies and distress as and when raised.
- Manage and review service contracts, documents, compliance, and adherence to all kinds of requirements with necessary compliance audit ensuring all responsibilities and obligations of the principal employer have been complied
- Remain updated on all statutory and compliance amendments across all statutory circles needed to support 100% compliance.
- Build and maintain excellent rapport with the government and non-governmental bodies that may be linked to the essentials of business functioning of the museum, including police, fire and safety department, and all other government machinery that may have influence or interference with the smooth functioning of the museum and its premises.
- Manage and ensure the upkeep of equipment and supplies to meet environmental, health, and safety standards by state and central regulations and requirements
- Ensures security and emergency preparedness procedures are implemented with necessary mock fire and other safety drills and simulations to ensure emergency preparedness at all times
- Allocate office space according to needs and control activities like parking space allocation, waste disposal, building security, etc.

- Front-end all audit and other compliance inquiries with regulatory authorities, including end-to-end facilitation with documentation, liaising, and compliance closures.
- Upkeep financial and non-financial records with analysis and forecasting
- Review utility consumption and strive to minimize costs along with handling procurements, insurance, and service contracts
- Front end with all essential reporting, budget proposals, procurement plans, and information for the wellness of facility operation and smooth functioning of the museum provided as regular updates to the Museum - Director and HR.

Requirements and skills

- Graduate / Post-graduate in facility management, engineering, business administration, or a relevant field
- Proven experience as a facilities manager or relevant position with a minimum of 7 years in facility management.
- Well-versed in technical/engineering operations and facilities management and best practices
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills with established contacts in governmental and non-governmental bodies.
- Good analytical/critical thinking
- Knowledge of basic accounting and finance principles
- Process-oriented, data-driven, and the ability to quickly implement with good TAT
- Should be proactive, collaborative, and transparent in handling contractors' and vendors.

Desirable:

- Ex-servicemen with experience in facility management
- Experience working in Museums
- Experience working for a not-for-profit organization is an added advantage
- Good command over the local language
- Available to join immediately