



## POSITION DESCRIPTION

**Position Title:** General and Facilities Manager

**Department:** Executive Office

**Direct Report:** Chief Financial Officer

### **About The Africa Center**

The Africa Center ([theafricacenter.org](http://theafricacenter.org)) is the first institution of its kind – uniquely focused on a multidisciplinary approach to contemporary Africa and the continent's Diaspora. With a mission encompassing policy, business and culture, The Africa Center is committed to an integrated approach for understanding all aspects of Africa, including transforming narratives about the continent. The Africa Center has an impressive 70,000 square foot building designed by renowned architect Robert A. M. Stern located on Fifth Avenue at 110<sup>th</sup> Street, overlooking Central Park. The Center's physical presence at the intersection of Harlem and Museum Mile is a location that embodies the dynamism and diversity of Africa in the heart of New York City.

TAC opened its first 3000 square foot space in January 2019, launching inaugural programming that includes performances, talks, readings, book signings, and film screenings. We will activate our outdoor plaza this summer. With additional funding secured, our capital work is ongoing, and we plan to open our second ground floor 6000 square foot space later this year, which will house a multipurpose theater and gallery space. Construction on Floors 1, 2 and the Atrium is also expected to advance.

Our café and installation space is also home to Teranga, a fast casual dining concept by Senegalese Chef Pierre Thiam, which highlights food from the continent and hosts events that are aligned with the Center's programming and overall mission.

*The Africa Center's* first year of programming is being used as an opportunity to experiment and test cultural programming with the wide range of individuals interested in Africa and the diaspora. To learn more please visit [www.theafricacenter.org](http://www.theafricacenter.org) and engage with our social media @theafricacenter on Instagram, Facebook and Twitter.

### **I. Job Overview:**

*The Africa Center* seeks an experienced General and Facilities Manager, responsible for the provision of effective facilities-related services for our multipurpose space, used for varied cultural programs including theater, visual arts, music, talks and hosting events.

### **II. Duties:**

1. Work with the CFO and staff on long-range planning and the initiation of the use of space as construction phases are complete.
2. Establish priorities for program events, scheduling facilities maintenance, repairs, improvements and security.
3. Support the Program team with facility related coordination, including scheduling, logistics and permitting for programming, ensuring the delivery of high-quality services that enable vibrant, appealing programs and events for the public.
4. Manage service requests and respond to emergencies.
5. Monitor, maintain and ensure building security, including risk management programs such as evacuation plans, fire drills, etc. and respond to emergency conditions such as floods, leaks, fires, etc.
6. Interface with the building management of the contiguous residential condominium and Teranga (The Center's café) which both share common facilities with The Center's property.
7. Lead the planning and execution of basic maintenance of the space per governmental requirements.
8. Administer, negotiate and enforce contract requirements, including project reporting, correspondence, and budgets.
9. Be a conduit for effective communication to ensure a well-coordinated effort between program staff, finance and construction management.

### **III. Qualifications:**

1. Bachelor's Degree and/or the equivalent required.
2. Minimum of 3-5 years of progressively responsible experience in one of the following required: management of physical plant operations and maintenance; institutional project management.
3. Knowledge of the practices, methods, and equipment utilized in all phases of facilities management, including HVAC, mechanical, electrical, monitoring, and control systems.
4. Position involves moderate to heavy physical activity and exertion.

### **IV. Key Skills and Capabilities**

1. Communication and influencing skills, in person and in writing
2. Analytical and problem-solving skills
3. Ability to act independently and make important decisions
4. Ability to lead and manage teams and projects
5. Strong interpersonal skills and team orientation
6. Attention to detail but also the ability to see the implications for the bigger picture
7. Commercial awareness
8. Customer service orientation
9. Organization, time management and the ability to handle a complex, varied workload

### **V. Professional Commitment:**

*The Africa Center* provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

**VI. EEO Statement**

The Africa Center is an Equal Opportunity/Affirmative Action employer--Race/Gender/Disability/Veteran.

**VII. Salary and Benefits:**

Salary is commensurate with experience and qualifications. *The Africa Center* offers a competitive benefits package including health insurance, vacation and paid time off, and other benefits.

**VIII. How to Apply:**

E-mail your application to careers@theafricacenter.org with the subject line: "General and Facilities Manager" Applications should include a resume and a cover letter. Incomplete applications will not be considered. No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.