



JUXTAPOSITION ARTS

Organization Summary: JXTA

Juxtaposition Arts (JXTA), founded in 1995, is a youth- focused visual art and design non-profit based in North Minneapolis, Minnesota. It began as an arts enrichment workshop for 15 youth in a public housing community and today is a thriving cultural center that employs 100 people annually, including 65 youth. JXTA has grown from conducting its afterschool visual art programs out of a small, leased space into operating out of four buildings that it owns, on a commercial corridor, where young artists' contributions to the neighborhood are prominent and visible. In addition to its art education and community development work, JXTA's core strategic focus is to scale JXTALabs, the organization's social enterprise ventures that have grown 250% since opening five years ago. JXTALabs employ youth 14-21 years old in year-round part-time jobs in graphic design, fashion design, urban design, and contemporary art. Youth apprentices work side by side with professional artists and designers and generate revenue to support the businesses by producing logos, apparel, paintings, public art, as well as providing community engagement services for clients.

The organization's current team of twenty full-time, part-time and contract artists and staff work with 65 youth employees, 40 partners, more than 3,000 students and 10,000 audience members annually. www.juxtapositionarts.org.

Juxtaposition Arts is an equal opportunity employer committed to affirmative action and a diverse work environment. People of color, people with disabilities, women, and people who identify with other marginalized groups are encouraged to apply.

JOB TITLE: Maintenance Manager

POSITION SUMMARY:

Are you someone who believes in structuring the soundness of space, is strong in problem solving, has a background in fixing things with your hands, believes in integrity, and values community? Then this may be the right fit for you!

Juxtaposition Arts (JXTA) seeks an energetic, strong people's person, who has a background in maintenance or construction to be a committed member of our organization's team. This full-time position ensures the functionality of campus-wide assets, grounds, and ensures work sites, galleries, co-op studios, rental spaces, and shops are welcoming, clean, safe, and crisp for visitors, and staff.

Our campus at the intersection of Emerson Avenue and West Broadway in North Minneapolis represents how its residents are creative, innovative, and self-sufficient contributors to the



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region and the state. The person will be a key member of transitioning our campus as we expand fall 2022 in the spring of 2023.

This position will report directly to the Operation's Director and works in coordination with our Executive Leadership Team. This role ensures the smooth day to day operations of the organization's spaces, safety/security, physical infrastructure and mechanics.

POSITION HOURS: 40 hours/week FTE

COMPENSATION: \$50,000-55,000/year

Primary Duties and Responsibilities

Maintenance and Upkeep Management (40%)

1. Develops annual and projected maintenance plans and budgets which includes budget estimates and project proposals for equipment, materials, and vendors
2. Perform preventative maintenance, repair, and installation in connection with:
 - a. Electrical, plumbing, security, and HVAC systems.
 - b. Exterior and interior of buildings
3. Plans for and performs day-to-day operations of buildings and grounds
4. Sets and maintains standards for equipment and facilities in partnership with the Operations Director and informed by Executive Leadership
 - a. Develops and documents needed procedures and standard practices
 - b. Creates project timelines and management tools
5. Sets and maintains standards for equipment and facilities in collaboration with the Operations Director and informed by Executive Leadership
6. Stay in the know of new information, innovative ideas, and technique within the maintenance community.
7. Adhere to all campus health and safety policies, including all precautions.
8. Meets, coordinates, and acts as the point of contact for all vendors to support buildings and grounds requirements.
9. Other duties as created by the Operations Director as we continue to assess the needs of the organization on a regular basis

Safety and Security (20%)

1. Monitors buildings, workspaces, and grounds for safety issues reporting.
2. Assist in promoting staff and apprentices' safety, health, and comfort in buildings and grounds.
3. Maintains proper safety first aid stations in all workspaces with appropriate materials and first aid protocol particular to each working environment
 - a. Ensures organization wide protocol for incident practices are followed by maintaining in partnership with our Human Resources Department



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4. Provides onboarding training and walk-through for new staff, interns, and volunteers covering safety procedures
5. Inspects, improves, and maintains building security from theft, intrusion and violence in partnership with our security team.
 - a. Serves as an emergency contact for our campus grounds.
 - b. Responds to alarms and serves as the primary contact for security vendors.
 - c. Maintains building access with keys, codes, in coordination with the Operations Director.
 - d. Serves as the lead staff in guidance and training documents for threat prevention.

Inventory and Storage Management (20%)

1. Ensures adequate (capacity, clean, dry, and organized) storage space, materials, and resources for the program, operations, facilities, and vendors.

Events (20%):

1. Assist in event design and implementation as agreed upon for fundraising, rentals, and JXTA events.
2. Ensure facilities are cleaned, ready, and prepped for events and assist in set-up and strike plan
3. Aid in facilitating rentals of JXTA spaces in partnership with the Operations Director.

Qualifications and Skills:

The person who is right for this job must have:

1. High school diploma or equivalent.
2. Successful maintenance and grounds experience.
3. Minimum of 5 years combined equivalent experience and related education.
4. Energy to work in a fast-paced environment.
5. Ability to read chemical labels and material safety data sheets (MSDS).
6. Ability to initiate and complete work orders.
7. Ability to produce and maintain accurate records