



**Position Title:** Maintenance and Security Manager  
**Department:** Historic Properties  
**Location:** Abiquiu, NM  
**Pay Range:** \$55,000  
**Hours:** Full-time / Exempt

### **Position Summary**

The Maintenance & Security Manager oversees the daily operations, preservation, and safety of the Georgia O'Keeffe Museum's Abiquiu campus, which includes the O'Keeffe Welcome Center and two historic properties: the Home & Studio in Abiquiu and Ghost Ranch. This role ensures the integrity and preservation of historic sites while maintaining a safe, clean, and welcoming environment for visitors and staff.

Key responsibilities include directing facilities maintenance and landscaping, supervising security and historic properties teams, and collaborating with the Collections Care Team to protect and preserve collections and furnishings. The role also involves managing departmental budgets, scheduling inspections and emergency repairs, and leading safety and environmental health initiatives.

This position requires a strong leader who can provide training and support to staff and oversee onboarding and development. The Maintenance & Security Manager will work directly with the Head of Security in Santa Fe to establish common practices related to training and performance standards across all museum facilities.

As a member of the Abiquiu management team, the Maintenance & Security Manager will work closely with the Tour & Program Manager, the Welcome Center Manager, and the Director of Historic Properties to create exceptional visitor experiences, while prioritizing the stewardship and preservation of both historic sites. The Maintenance & Security Manager also responds to after-hours emergencies, manages special projects, and upholds the Museum's mission and values in all operations

### **Responsibilities include but are not limited to**

#### **Facilities Management**

- Oversee all aspects of facilities management for the O'Keeffe Museum's Abiquiu campus which includes the O'Keeffe Welcome Center and two historic properties: the Home & Studio in Abiquiu and the Home & Studio at Ghost Ranch
- Direct the maintenance and landscaping at the Historic Properties in Abiquiu and Ghost Ranch in accordance with the mission and values of the Georgia O'Keeffe Museum, including, but not limited to all operations whether minor or major in relation to the property's exteriors and interiors with an emphasis on restoration and preservation of the historic sites.
- Monitor the safety and cleanliness of interior and exterior areas of the historic properties, the offices, the classroom, exhibition space, and parking lots.
- Collaborate with the Collections Care Team to ensure ongoing protection of the Historic Properties collections, e.g. furnishings.
- Supervise and delegate cleaning and maintenance tasks to Historic Properties team members

- Maintain ongoing documentation and schedule of all restoration and preservation work including routine adobe maintenance
- Schedule routine inspections and emergency repairs with outside vendors to ensure stable campus operations and fast remediation of any facilities-related problems.
- Develop project plans for significant facilities projects; identify qualified vendors, develop contracts, and monitor vendor work.
- Co-manage departmental operating and capital budgets, collaborating with the Director of Historic Properties and Museum Leadership on short and long-term budgeting for facilities and collections needs.
- Respond to after-hours emergency calls on campus as needed.

### **Leadership and Supervision**

- Provide training, support and coaching to Historic Properties and Security teams
- Create weekly staff schedule for security coverage of Home & Studio and O’Keeffe Welcome Center; review time off requests and availability change requests and find adequate coverage in case of employee time-off
- Assist in the implementation of Museum-wide visitor centric and customer service training; ensure all resources are aligned and focused on delivering a service experience that exceeds expectations
- Ensure Historic Properties and Security teams are briefed on all special events, private tours, programs, and workshops
- Lead new staff onboarding and other training initiatives for Historic Properties team
- Assist with new staff onboarding and other training initiatives for Security team
- Assist in recruiting, screening, selection, training, and evaluation of all Historic Properties and security employees

### **Environmental Health and Safety**

- Regularly inspect facilities to identify safety, health, and environmental risks; develop and implement inspection policies and schedule
- Comply with and train others on environmental regulations when using, dispensing, or handling hazardous or non-hazardous materials and wastes.
- Develop and monitor health and safety procedures for all areas of the organization.
- Investigate accidents and incidents to find cause and take prevention measures for further incidents.
- Prepare and schedule staff trainings to cover emergency procedures, workplace safety, and other relevant topics.
- Draft safety inspection reports to document inspection findings.
- Ensure that material safety data sheets are maintained and readily accessible when needed.

### **Special Projects or Additional Duties**

- Monitor all collections objects and furnishings in exhibitions and in historic properties
- Provides emergency response to visitors and property as required; follows safety, security and emergency procedures and practices as required
- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

### **Skills and Abilities**

- Excellent managerial and leadership skills
- Thorough knowledge of adobe construction and general knowledge of electrical, plumbing, and carpentry
- Ability to perform administrative work, including budgeting and human resources management in coordination with larger organization
- Effective communication that fosters collaboration and cooperation
- 5+ Years of experience in Construction/Facility Maintenance
- 3+ Years of Supervisory Experience

### **Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance, Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays, and much more!

**To be considered, please send your resume to:**

[jobs@gokm.org](mailto:jobs@gokm.org)

*The Georgia O’Keeffe Museum is an equal opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*

Applicants must be authorized to work in the US for any employer, without needing sponsorship.