

The Hip Hop Museum

Facility Manager

Bronx, NY

Manager/Supervisor

Opening in the Fall 2026, The Hip Hop Museum currently under construction, is seeking to hire a Facility Manager.

Our Mission

The Hip Hop Museum located in the Bronx celebrates and preserves the history of local and global Hip Hop music and culture to inspire, empower, and promote understanding.

Our Vision

Anchored in the birthplace of the culture, The Hip Hop Museum located in the Bronx will provide a space for audiences, artists, and technology to converge, creating unparalleled educational and entertainment experiences around the Hip Hop culture of the past, present, and future.

The Hip Hop Museum is dedicated to offering a dynamic, hands-on environment designed to engage visitors of all ages. Inter-generational groups looking for an enjoyable and educational outing will discover opportunities to have fun while learning together as they explore the many facets of hip hop.

By fostering this interactive approach, the Museum ensures that the rich stories of hip hop culture—and the individuals who shaped its history—are preserved and celebrated. These experiences guarantee that hip hop's legacy remains alive, relevant, and inspiring for as many people as possible, now and in the future.

The Facility Manager will be responsible for overseeing the management of the Museum's entire physical plant (55,000 square feet) as well as the surrounding landscape. This role involves direct engagement in maintenance and operational tasks, while also managing third-party service providers as needed.

- In preparation for opening the new Museum Facility Manager will immediately collaborate with the construction team to gain a thorough understanding of the building design, engineering and systems. Including placement of fire system equipment, HVAC equipment, utilities, etc.

- Foster a partnership with the construction team to ensure all aspects of the Museum's infrastructure are fully understood and properly managed from the outset, supporting the seamless transition from construction to operational readiness. Maintain close-out document records.
- Performs or oversees the required routine maintenance for plumbing, electric and mechanical systems including elevators, security, HVAC, emergency lighting, alarms, IT infrastructure, and others, scheduling appropriate technicians as needed.
- Ensures all city and state inspection certificates for mechanical and other systems are current and that the Museum remains in compliance with all buildings, safety, and other codes. Maintains ADA compliance.
- Coordinate with various departments to ensure custodial, maintenance, and repair procedures are effectively implemented.
- Safeguard the well-being of staff, visitors, and Museum property through proactive facility management.
- Oversee both in-house and outsourced resources to maintain a high standard of facility operations.
- Maintains the inventory, storage, and distribution of the physical plant equipment and supplies. Creates and implements preventive maintenance schedules for the building and equipment.
- Oversee procurement of Maintenance Services. Conduct RFP for Custodial and Landscape Services. Assist with RFP for Security Services and Equipment.
- Work closely with Director of Operations and Security Lead to develop and implement Crisis and Security protocols.
- Assist in training staff on Operational and Crisis and Security protocols.
- In partnership with various departments such as Curatorial Affairs, Communications & Storytelling, and Collections and Archives to oversee installation of Museum exhibits.
- Ensure all public and non-public spaces of the building (55,000 square feet) are clean, neat, presentable, and safe. This includes snow/ice removal and emergency response.

- Ensures the emergency and security systems of the buildings are functional, appropriate, and comply with city and state codes as well as best practices for museums.
- Oversee and provide for general supervision, maintenance and long-term planning for the facility. Implement preventive, ongoing maintenance/repair programs.
- Coordinate the operational aspects of the facility in a manner that protects, maintains and improves the value of the Museum's assets. Develop Operational Protocols.
- Manage the facilities support staff – this includes outsourced providers.
- Maintain all Life Safety systems, schedule annual inspections, coordinate with inspectors and personnel from the Authority having Jurisdiction.
- Develop and manage annual operating and capital expense budgets.
- Communicate with Senior Leadership Team on status of all issues regarding facilities.
- Ensure all site management and operations procedures are compliant with museum policy, as well as City, State and Federal safety and environmental laws, codes, standards and regulations.
- Solicit, manage and supervise third-party vendor contracted services as required, including periodic bidding and insurance updates. Monitor performance and recommend payment per scope of work and contractual agreements.
- Conduct daily walkthroughs of the facility to identify maintenance needs and proactively address issues.
- Perform hands-on maintenance and minor repairs, including light carpentry, exhibit repair, painting, and basic mechanical or electrical work.
- Maintain a museum-quality environment, including monitoring temperature and humidity levels to support collections and exhibitions.
- Maintains records and reports regarding building engineering, major building systems, ADA/TAS, OSHA, capital expenditures and construction/renovation projects.
- Support Special Events

- Other duties as assigned

Education and Experience:

- Minimum five years' related building maintenance experience.
- Bachelor's degree in engineering, architecture, facilities management, construction management, or a related field. A relevant professional credential (e.g., Certified Facility Manager) may be considered in lieu of a degree.
- Certification in related fields: Carpentry, HVAC, Plumbing, Electrical, etc.

Knowledge, Skills and Abilities:

- Working knowledge and experience with primary building operations and systems. (mechanical, electrical, plumbing, architectural, HVAC, life safety and others)
- Ability to plan and manage tasks within budget and time constraints.
- Ability to collaborate with various Museum team members.
- Ability to manage budgets and contracts.
- Strong problem-solving and troubleshooting skills.
- Ability to work independently, identify priorities, and take initiative.
- Good communication and organizational skills.
- Willingness and ability to learn new systems and tools as needed.
- Ability to work flexible schedules as needed including nights, weekends, holidays and emergencies.

Preferred:

- Experience working in a museum, cultural institution, school, or nonprofit environment.
- Familiarity with maintaining museum-quality environmental conditions.
- Experience supervising cleaning staff or contractors.

Physical & Work Requirements

- Demonstrate the physical ability to lift and safely transport equipment and materials that are used in the maintenance and operation of the museum. This includes handling items that are essential for the setting up of exhibitions.
- Ability to stand, walk, bend, climb ladders, and use tools throughout the facility.
- Combination of active, physical work and administrative recordkeeping.
- Available to work flexible schedules as needed including nights, weekends, and holidays onsite.
- Will be required to respond promptly to emergencies that occur during normal business hours. In addition, be available and prepared to respond to emergencies outside of standard working hours or as needed.

Working Condition & Annual Compensation

- Full-Time On Site / \$75,000.00

The Hip Hop Museum is an Equal Opportunity Employer