

**Hawaiian Mission Houses Historic Site and Archives
Job Description**

Title: Site Manager
Status: Full-time with benefits, FLSA exempt, On-site
Location: Administration, Hawaiian Mission Houses Historic Site and Archives, 553 South King St., Honolulu, HI
Salary: \$50,000
Opening Date: October 27, 2021
Closing Date: Until position filled
Reports to: Executive Team, Director of Operations and Collections
Supervises: Supervises housekeeping and groundskeeping, including staff and contractors, with Director of Operations and Collections

Position Purpose:

The Hawaiian Mission Houses is a 1.2 acre facility in Kaka'ako comprising three restored 19th century historic structures, a reconstruction Hale Pili, an administrative complex, a preservation vault system for historic collections, a Gift Shop and expansive grounds including a historic cemetery. The position of Site Manager at HMH exists to provide assistance to the Executive Team and Director of Operations and Collections in overseeing the general operations of the historic site facility. This position ensures all systems of the business and structures are functional, safe, and ready for daily site activities. The Site Manager will assist in all aspects of overseeing daily functions, maintenance, repairs, and improvements to the historic site property.

Duties and Responsibilities include:

1. Being an on-site presence and assisting in the in-person general maintenance of the grounds, facilities, systems and equipment as support to the Executive Team.
2. Assists the Director of Operations and Collections in supervising safety and on-site facilities use, maintenance staff activities, meeting with technicians and contractors and reporting on site activity.
3. Assists the Director of Operations in ensuring the historic site staff areas, facilities and equipment are ready for regular business, special events and emergency events.
4. Inspects, reports on and coordinates response to grounds, facilities and equipment needs of the historic site, participates in the cyclical maintenance review and recording of the historic and modern structures.
5. Performs basic maintenance on grounds, facilities and equipment, such as replacing lightbulbs, powerwashing, leaf blowing, cleaning litter, performing emergency repairs and maintenance, etc.
6. Assists on gathering estimates on facilities projects and reporting to the Executive Team with proposed work recommendations.
7. Assists on administration for facilities services and equipment, such as processing estimates and payments promptly and monitoring facilities budget with the Executive Team.
8. Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various systems, equipment and infrastructure, such as irrigation, plumbing, HVAC, gutters/drains, roofs, etc.
9. Does equipment inventory and purchases maintenance materials as needed, using personal vehicle as needed, maintains the inventory, storage, and distribution of equipment.

10. Maintains cleanliness of storage, leads the discarding of items taking space in storage areas, coordinating with other staff.
11. Provides research and recommendations for purchases of new equipment.
12. Works with IT personnel to ensure computer and internet systems are ready for site operations, ensuring a high level of cyber security.
13. Oversees the physical security of the historic site, including being a liaison to the security guards, monitoring and reporting on the camera system; monitors and responds to all alarms and security incidents.
14. Responds to staff requests in all areas of the operations, including maintenance, Archives Reading Room, Gift Shop, and Objects Collections Curator, Interpretive Tours, special events, and so on.
15. Cross-trained to perform Gift Shop duties and interpretive tours to fill in multiple areas as needed.
16. Assists Public Program staff with setup and takedown of special event tents, tables, chairs, and so on, including after hours and weekends as needed.
17. Assist with creating and implementing facilities budget.
18. Other related duties as assigned.

Knowledge, Skills, and Abilities

1. Associates degree required, Bachelor's degree preferred
2. 2 years of prior experience of facilities, grounds and personnel management desired.
3. Basic understanding of or ability to quickly learn the equipment and facilities to be maintained.
4. Ability to maintain basic records and warranties.
5. Knowledge of construction and facilities management safety standards and ability to implement a high standard of safety on-site.
6. Ability to understand written directions in manuals and on manufacturer websites.
7. Proficient with Microsoft Office Suite or related software as required to complete and maintain records.
8. Knowledge of nineteenth-century American and Hawaiian history preferred.
9. Experience with museum or historic site operations preferred.
10. Prior work in historic structure maintenance and restoration preferred.
11. He/she should understand building systems, including climate control, pest control, electrical, security, and so on.
12. He/she should be familiar with landscaping maintenance, including lawn care, shrubs and flowers, and tree maintenance.
13. Must have strong organizational skills.
14. Exceptional computer skills with ability to troubleshoot computer systems as needed for a small computer network.
15. Demonstrated ability to manage projects whose goals, steps, and milestones have been established by the Executive Team, but then effectively manage the process independently to achieve a successful result.
16. Professional demeanor and ability to interact comfortably with museum supporters, senior staff, and general public is essential.
17. Excellent interpersonal skills; diplomatic and discreet in handling confidential material; welcoming, kind, and respectful to all; ability to communicate, listen, compromise, and collaborate.

18. Excellent verbal skills and the ability to write clearly and do minor editing is essential.
19. Organized and efficient in managing his or her own time.
20. Ability to lift and carry 75 pounds.
21. Must be able to access and navigate all areas of the facilities.
22. Must be able to access all parts of the company equipment.
23. Must have own car and a valid drivers' license and ability to pick-up supplies with it.
24. A team player who supports a mission-driven, non-profit history organization.
25. A good sense of humor.

Employer Information

For more information about Hawaiian Mission Houses and Historic Site and Archives visit our website:
www.missionhouses.org

How to Apply

Please submit:

-a cover letter

-CV

-and a list of three professional references

By email to the Hawaiian Mission Houses Executive Team at execteam@missionhouses.org