



Kendall College of Art and Design
of Ferris State University

17 Fountain St. NW
Grand Rapids, MI 49503

P 616.451.2787
F 616.831.9689

Position Title:	Facilities and Events Manager
Location:	Grand Rapids (Kendall)
Department:	92610 - KCAD Facilities
Advertised Salary:	Salary is commensurate with qualifications.
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	At Will
Summary of Position:	The Facilities and Events Manager position will provide leadership, strategy, and general direction of the college's facilities and retail and revenue operations, including day-to-day operations and the pending liquor license. This position will oversee the day to day operations in cooperation with the KCAD Building Manager. This position will also oversee internal space use and external space use proposals. This role will be integral in managing signature events, and commencement activities. The Facilities and Events Manager reports directly to the KCAD President and will be a part of the KCAD Leadership team and work across divisions to ensure success in use of space and event planning and execution.
Position Type:	Staff
Required Education:	Bachelor's Degree.

Required Work Experience:	3-5 years work experience managing the operations of a multi-faceted organization, including areas such as facilities, security, or events.
Required Licenses and Certifications:	
Physical Demands:	Office Environment, Bending, Carrying, Moving, Reaching, Sitting, Lifting, Pulling/Pushing, Standing
Additional Education/Experiences to be Considered:	Operations management/experience in a nonprofit environment.
Essential Duties/Responsibilities:	<p>Provide leadership, strategy, and direction for facilities, events and retail and revenue operations at KCAD and UICA.</p> <p>Promote a positive, welcoming culture for all, implementing the campus goals for diversity, equity, inclusion, and accessibility.</p> <p>Demonstrate an understanding of diversity, equity and inclusion, especially in working relationships with students, faculty, staff and community members.</p> <p>In collaboration with the Building Manager, manage the day-to day operations of the College's facilities, events, and retail and revenue operations.</p> <p>Manage the internal and external space use proposals and guidelines.</p> <p>If approved, manage the liquor license for events.</p> <p>Manage signature events, and commencement activities.</p> <p>Supervise shopUICA operations.</p> <p>Work with the University to monitor operations to ensure compliance with risk management policies and procedures.</p> <p>Manage facility and security policies and procedures to ensure the safety of students, staff, and guests.</p> <p>Negotiate and manage contracts and relationship with outsourced Security vendor.</p> <p>Participate on the campus Emergency Management Leadership Team (EMLT). Serve as emergency point of contact for facilities. Review, update, and maintain existing draft emergency plan as needed.</p> <p>Develop and maintain staff-in-charge procedures, training, and communications.</p> <p>Work with the University, and KCAD areas to ensure safety training for all employees and safety compliance in labs and</p>

	<p>shops. Participate as a member of the KCAD Studio Safe Practices committee.</p> <p>Support and maintain campus sustainability initiatives.</p> <p>Oversee facilities and event budgets and vendor contracts.</p> <p>Work closely with Ferris State University campus staff and administration for facilities, archives, physical plant, and risk management.</p> <p>Implement and maintain a facility space use program.</p> <p>Perform any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	
Skills and Abilities:	<p>Strong project management, organizational and planning skills.</p> <p>Self-motivated and ability to motivate others.</p> <p>Knowledge of security operations.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity and inclusion.</p> <p>Strong interpersonal skills.</p> <p>Ability to supervise, manage and evaluate staff.</p> <p>General knowledge of all phases of facilities operation, maintenance, custodial services and gallery operations.</p> <p>Ability to review and evaluate problems and to identify and implement creative solutions.</p> <p>Ability to effectively organize and direct personnel during crisis or emergency situations.</p> <p>Ability to plan, organize, coordinate, direct and control all aspects of campus and gallery facilities.</p> <p>Excellent customer service skills.</p>
Required Documents:	Cover Letter, Resume
Optional Documents:	
Special Instructions to Applicants:	Finalist will be required to submit an official transcript.
Initial Application Review Date:	October 31, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	

<p>Contact Information and EEO Statement:</p>	<p>For inquiries related to this job posting please contact Adam Wetherell – KCAD/Ferris State University's Human Resources Department at (616) 259-1164 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>
------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------