

Montalvo Employment Opportunity

Operations Manager

Montalvo Arts Center is seeking an experienced, hands-on Operations Manager to join our team and help care for and oversee a unique arts campus.

Reporting to the Operations Director, the Operations Manager plays a key leadership role in maintaining Montalvo's facilities, grounds, infrastructure, and event operations. This position combines people leadership, technical facilities expertise, project management, event support, and day-to-day problem-solving.

The ideal candidate is someone who enjoys being both a leader and a doer—equally comfortable developing a maintenance plan, supervising a team, coordinating a contractor, troubleshooting a building issue, or jumping in to help ensure an event runs smoothly.

This is a highly visible position that interacts regularly with staff, artists, event clients, vendors, contractors, volunteers, and visitors. The Operations Manager will help ensure that Montalvo's historic campus is safe, well-maintained, welcoming, and ready to support the organization's artistic and community programs.

What You'll Do:

Facilities and Site Operations

- Oversee the day-to-day maintenance, custodial, grounds, and operational functions of the campus and facilities.
- Identify, prioritize, and coordinate repairs and preventative maintenance for buildings, grounds, roads, utilities, and infrastructure.
- Perform and oversee general maintenance, including basic plumbing, electrical, carpentry, painting, mechanical repairs, and other building-related work.
- Monitor building systems including HVAC, lighting, irrigation, security, and life-safety systems.
- Develop and implement preventative maintenance schedules and asset-management practices.
- Conduct routine inspections to identify maintenance needs, safety concerns, and opportunities for improvement.
- Ensure facilities, storage areas, workshops, equipment, and vehicles are clean, safe, organized, and operational.
- Coordinate outside contractors, vendors, consultants, and service providers and monitor the quality and completion of their work.
- Assist with scopes of work, bids, proposals, and contractor selection and performance.

Team Leadership

- Assist the Operations Director with recruiting, hiring, training, scheduling, supervising, and evaluating facilities, maintenance, and event staff.
- Provide day-to-day leadership and hands-on supervision of facilities, maintenance, housekeeping, and event staff.

Montalvo Employment Opportunity

- Assign daily and weekly work, establish priorities, and monitor completion.
- Train employees in maintenance procedures, equipment operation, safety practices, and organizational standards.
- Build a collaborative, service-oriented team culture grounded in accountability, responsiveness, and pride in the work.
- Assist in the coordination of volunteer workdays and community service projects related to facilities and grounds improvements.

Safety, Compliance & Emergency Response

- Partner with the Operations Director to maintain a strong culture of workplace safety.
- Conduct regular safety inspections, audits, and training.
- Ensure compliance with applicable OSHA requirements, safety standards, and organizational policies.
- Investigate incidents, document findings, and recommend corrective action.
- Participate in emergency preparedness and response planning.
- Serve as an on-call contact for facility-related emergencies and incidents.
- Communicate clearly and make effective decisions during emergencies involving staff, visitors, contractors, emergency responders, or public agencies.

Project Management & Planning

- Manage small- and medium-scale facilities improvements, renovations, and capital projects from planning through completion.
- Coordinate project schedules, budgets, contractors, materials, and internal stakeholders.
- Track project progress and provide updates to leadership.
- Identify opportunities to improve operational efficiency, sustainability, infrastructure reliability, and visitor experience.
- Assist with annual maintenance planning, departmental budgets, and capital improvement recommendations.

Communication & Customer Service

- Serve as a primary point of contact for facilities-related questions when the Operations Director is unavailable.
- Respond promptly and professionally to requests from staff, artists, volunteers, vendors, contractors, and visitors.
- Develop positive working relationships across the organization and with external partners.
- Maintain accurate maintenance records, work orders, project documentation, and inspection reports.
- Perform other related duties as assigned.

What We're Looking For - our ideal candidate:

- At least 10 years of progressively responsible experience in facilities, operations, maintenance, property management, or a related field.

Montalvo Employment Opportunity

- At least 2 years of supervisory or team leadership experience.
- Demonstrated experience managing facilities staff, contractors, and multiple projects simultaneously.
- Strong working knowledge of building maintenance, including plumbing, electrical, carpentry, HVAC, painting, and general construction practices.
- Experience developing or managing preventative maintenance programs and repair projects.
- Ability to read and interpret plans, specifications, maintenance manuals, and technical documents.
- Strong organizational skills and the ability to manage competing priorities in a fast-paced environment.
- Excellent problem-solving, decision-making, communication, and interpersonal skills.
- Ability to work effectively with people with a wide range of backgrounds, roles, and personalities.
- Proficiency with Microsoft Office, including Word, Excel, and Outlook.
- Valid California driver's license, clean driving record, and reliable transportation.

We would especially value candidates with:

- Trade certification or formal training in facilities maintenance, construction, electrical, plumbing, HVAC, or a related field.
- Experience working with historic properties, cultural institutions, parks, educational campuses, or other large public-use facilities.
- Experience in a hospitality, arts, cultural, nonprofit, or event environment.
- Experience with facility-management software or work-order systems.
- OSHA, First Aid, CPR, or other safety-related certifications.

Working Conditions & Physical Tasks:

- This position combines office, indoor, and outdoor work across a large campus. The employee will frequently walk across uneven terrain, hills, stairs, and construction areas and may work in varying weather conditions, including heat, cold, and rain.
- The position requires regular standing, walking, bending, climbing, kneeling, crouching, reaching, and use of hands and tools. The employee must be able to frequently lift and move up to 50 pounds and occasionally lift or move up to 100 pounds with assistance.
- The position also includes computer-based administrative work.
- The Operations Manager must be available to work evenings or weekends based on operational needs.
- Local travel may be required; must have a valid driver's license and access to own vehicle and clean DMV record.

Compensation: \$100,000 - \$110,000 annually

Why Join Us?

Montalvo Employment Opportunity

Montalvo Arts Center offers the opportunity to work in an environment unlike most workplaces. Our historic property, beautiful grounds, artistic programming, events, and community partnerships create a dynamic setting where no two days are exactly alike.

As Operations Manager, you will have a direct impact on the experience of everyone who comes to Montalvo - from staff and volunteers to visitors and artists.

If you are a hands-on operations professional who enjoys leading people, solving problems, managing projects, and taking pride in the places you care for, we would love to hear from you.

We offer a comprehensive benefits package that includes medical, dental, vision, life insurance, long-term disability, a 401(k)-retirement plan, flexible spending account options, and paid time off.

To Apply: Please submit a resume and cover letter describing your interest in the position and how your experience aligns with the qualifications outlined above. The position is open until filled. Applicants will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be contacted or offered an interview.

We are an Equal Opportunity Employer and welcome candidates from all backgrounds and experiences. For more detailed information about Montalvo Arts Center visit our website at www.montalvoarts.org.