

SANTA CRUZ MOUNTAINS ART CENTER
9341 Mill St. Ben Lomond, CA 95005

POLICY FOR JOB DESCRIPTION FOR CURATORIAL CHAIR
DRAFT

1) JOB DESCRIPTION

- a) The Chair of the Facilities Committee presides over Facility repairs, plans and projects, and reports Facilities affairs to the Board Directors,
- b) The Chair of the Facilities Committee is responsible for adhering to the Santa Cruz Mountains Art Center's Mission Statement, Articles of Incorporation, By-Laws and Policies as may be prescribed by law.
- c) The Facilities Chair should have:
 - i) Knowledge of both general and specific aspects of facilities and equipment utilization, structure, local government codes, planning, and organization.
 - ii) A clear understanding of the Center's programs, plans and goals.
 - iii) A power saw, hammer, drill, tape measure, toolbox, carpenter's square, tool belt, access to a truck, and patience are helpful.

2) RESPONSIBILITIES

- a) State of the Facilities, with regard to Center Goals:
 - i) Oversee facilities and equipment planning, design, reconfiguration, construction, maintenance and alteration and present to the Board for approval.
 - ii) Coordinate with Board of Directors, architects, engineers, contractors and Committee Chairs in developing design criteria and preparing layout and detail drawings/sketches.
 - iii) Gather and review data concerning facilities and equipment specifications, owner or government restrictions, required completion dates, and construction/remodel feasibility.
 - iv) Prepare bid sheets and for facilities and equipment repair, construction, remodel, alterations and facilities acquisition(s) and present to the Board for approval.
 - v) Review and estimate design costs including equipment, installation, labor, material, preparation, and other related costs.
 - vi) Inspect or direct the inspection of facilities and equipment repairs, construction and/or installation progress to ensure conformance to established drawings, sketches, specifications, and schedules.
- b) Oversee repair and maintenance of facility.
 - i) Coordinate authorization/approval for all facility projects, repairs, installations, remodels, and alterations with Board of Directors and building owner.
 - ii) Emergencies – in the event of an emergency, be available to provide direction and assistance.