



POSITION ANNOUNCEMENT

Assistant Director of Building & Grounds Full-Time

The Milwaukee Institute of Art & Design (MIAD) seeks an Assistant Director of Buildings and Grounds to help maintain a safe, clean, functional, and welcoming campus. Reporting to the Director of Buildings and Grounds, this hands-on position supports building maintenance, preventive maintenance, facilities projects, and daily department operations. The Assistant Director directly supervises housekeeping staff and provides direction to maintenance personnel as assigned by the Director.

MIAD's facilities include classrooms, studios, workshops, laboratories, wood and metalworking areas, a foundry, welding areas, dining spaces, offices, and common areas. The Assistant Director works with campus departments, employees, and outside contractors to keep these spaces ready for teaching, learning, and events.

Responsibilities include, but are not limited to:

1. Assist with the daily operation, inspection, maintenance, and repair of campus buildings, grounds, equipment, and building systems.
2. Prioritize and follow up on maintenance requests based on safety, urgency, and campus needs; troubleshoot issues and assist with repairs as appropriate.
3. Help manage preventive maintenance schedules, document completed work, and maintain records for major building systems and equipment.
4. Directly supervise housekeeping staff, including work assignments, schedules, training, cleaning standards, quality checks, and performance feedback.
5. Coordinate housekeeping coverage for classes, exhibitions, events, and other campus activities; monitor supplies and coordinate purchases within established budgets.
6. Provide direction to maintenance personnel as assigned by the Director and lead daily department operations when the Director is unavailable.
7. Coordinate service calls and work performed by contractors and vendors, including scheduling, site access, and follow-up.
8. Assist with small construction, renovation, repair, and improvement projects.

9. Identify facility and workplace hazards, support safe work practices, and assist with required inspections and documentation.
10. Communicate building interruptions, maintenance schedules, and facility concerns to affected campus departments.
11. Assist with emergency response and other building-related issues when needed.
12. Perform other duties as assigned by the Director of Buildings & Grounds.

Required Qualifications and Experience:

- High school diploma or GED.
- At least three (3) years of experience in facilities operations, building maintenance, construction, or a related field, including experience directing the work of others.
- Experience coordinating work with contractors or vendors.
- Working knowledge of building systems and general facility maintenance.
- Ability to organize work, respond to competing requests, and follow projects through to completion.
- Strong communication skills and a service-oriented approach to working with the campus community.
- Basic proficiency with email, spreadsheets, and work-order or maintenance management systems.
- Ability to foster collaboration and engage a team to meet shared objectives.
- Ability to respond to facility emergencies as needed.

Preferred Qualifications:

- Associate or technical degree, trade training, or equivalent experience in facilities management, HVAC, electrical, plumbing, construction, or a related field.
- Experience supervising housekeeping staff or other facilities personnel.
- Experience in a college, school, institutional, commercial, or similarly complex facility.
- Experience with preventive maintenance programs, equipment records, or computerized maintenance management systems.
- OSHA safety training or related certifications.

Work Environment and Schedule:

This position requires regular walking throughout campus, climbing stairs and ladders as needed, and occasionally lifting or moving materials weighing up to 50 pounds, with or without reasonable accommodation. The regular schedule will be established by the Director of Buildings and Grounds. Facility emergencies or other urgent issues may occasionally require a response during evenings, weekends, or holidays. The Director coordinates after-hours coverage and determines who should respond based on the situation, sharing responsibility when practical.

Application Process and Deadline:

Qualified applicants should submit a single PDF document containing the following documents to: **search_building_grounds_group@miad.edu**

Please save the file in the following manner: [LastName_FirstName_AsstDirBG.pdf]

- ✓ Résumé
- ✓ Three (3) professional references (names and contact information)

Applications will be reviewed as received, and interviews may begin immediately. For priority consideration, please apply by **November 2, 2026**. MIAD may fill the position before that date, so early application is encouraged. Applications will continue to be accepted until the position is filled.

Work Authorization and Sponsorship

Applicants must be authorized to work in the United States without employer sponsorship. MIAD does not provide employment visa sponsorship for this position, either now or in the future, including sponsorship needed to continue employment after Optional Practical Training (OPT) expires. MIAD does not participate in E-Verify and cannot support employment requiring a STEM OPT extension.

Benefits and Employment Requirements

MIAD offers an attractive benefits package, including health, vision, and dental insurance. All final candidates must successfully complete reference and background checks. Only pending charges or convictions that are substantially related to the position being considered will be taken into account during the employment decision-making process. Conviction records that are not substantially related to the position or to campus safety will not be considered in hiring decisions.

About MIAD: For over 50 years, the **Milwaukee Institute of Art & Design (MIAD)** has provided a transformative creative education, igniting curiosity through art, design, and service. As Wisconsin's leading private, nonprofit art and design college, MIAD prepares students for diverse, fulfilling, and financially rewarding careers through innovative, entrepreneurial thinking in a student-focused community.

Today, MIAD enrolls over 800 students annually in its nationally ranked BFA programs, including Communication Design, Illustration, Animation Track (Illustration), Product Design, Fashion and Apparel Design, Fine Art + New Studio Practice, and Interior Architecture and Design. Student enrollment has grown 40% in the past decade, with a strong emphasis on innovation, empathy, and community engagement.

Beyond the classroom, MIAD fosters cultural experiences and community impact through robust youth programs, nonprofit partnerships, and corporate collaborations, strengthening Milwaukee's creative economy.

Looking forward, MIAD remains a dynamic educational and creative force, addressing broad societal needs through action, intention, and expression.

MIAD is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. The college prohibits students, employees, contractors, volunteers, and visitors from engaging in discrimination and harassment based on any individual's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity, gender expression, genetic information, religion, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off MIAD premises during nonworking hours, and any other legally protected characteristic. This prohibition applies to all of MIAD's educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation, and benefits.