

Culturespaces, an organisation that employs 400 employees and which specialises in the management of historical monuments and museums, and the creation and management of digital art centres [www.culturespaces.com](http://www.culturespaces.com), is seeking a candidate for the following position at its new venue, Phoenix des Lumières:

### **Servicing, Maintenance, and Safety Manager (m/w/d)**

Phoenix des Lumières will open its doors in October 2022 in Dortmund, in the Phoenix Halle, a former gas plant part of the famous Phoenix West blast furnace. Located in the core of Phoenix West area, five minutes away from the Phoenix See and 15 minutes away from Dortmund city center, Phoenix des Lumières will use unique cutting-edge technology to create immersive exhibitions devoted to some of the most famous artists in the history of art. The exhibitions will be designed to complement the unique architecture of the venue, with its 13-metre-high walls and 3000-m<sup>2</sup>-surface area.

#### **Responsibilities:**

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Working under the supervision of the Director of Phoenix des Lumières, you will be responsible for the safety of property and persons, general repairs, and the maintenance of the site's buildings and facilities.

In this post, you will perform the following tasks (although this list is not exhaustive):

#### ➤ **Manage the safety of property and persons:**

- Ensure the safety register is kept up-to-date;
- Organise and draft reports;
- Run the safety committee,
- Ensure regulatory monitoring to guarantee compliance with legal obligations relating to safety;
- Train the staff with regard to safety (fires, etc.)
- Organise and monitor evacuation procedures;
- Verify the alarm systems, video surveillance, and safety equipment;
- Organise and conduct monitoring and caretaking of the site;
- Open and close the site.

#### ➤ **Manage and supervise servicing and repairs:**

- Diagnose any malfunctions of equipment;
- Ensure regulatory monitoring;
- Suggest improvements;
- Help to maintain the cleanliness of the venues, the tour itinerary, and the shared areas that are out of bounds to the public;
- Manage deliveries (reception, verification, handling, and storage);
- Carry out various handling operations in the venue.

#### ➤ **Manage and supervise maintenance:**

- Overseeing servicing, maintenance, and repairs of all kinds (electrical and plumbing work, maintenance of equipment, carpentry, and painting) while complying with safety regulations and meeting deadlines;
- Help to maintain the site's computer equipment;
- Liaise with external service providers and workers;
- Monitor any interventions and draw up the external service providers' intervention plans.

➤ **Manage and supervise the teams:**

- Manage the staff's timetables and leave;
- Conducting annual individual interviews;
- Take part in the recruitment of staff;
- Oversee external service providers;
- Report any anomaly observed that poses a risk to people or property to the Director of Fabrique des Lumières.

**Requirements:**

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Possessing a general engineering degree, you will have at least five years' experience in managing a team in the field of maintenance or safety.

You will need to be highly familiar with safety and fire regulations. You must have a proven record in management.

You are well groomed and possess excellent interpersonal skills, you will have a good sense of teamwork, have an ability to make visitors feel welcome, and are rigorous.

You have an excellent grasp of managerial and computer techniques (Microsoft Office) and you will be particularly aware of the issues concerning the safety of people and installations.

You will have excellent interpersonal communication skills, are autonomous, and are very reliable and reactive. You are operational and versatile. An interest in or knowledge of the cultural heritage market and cultural tourism would be a distinct advantage.

The ideal candidate is fluent in German, English.

**Contract:** Permanent contract

**Vacancy:**

To apply for this job, please send your CV and letter of motivation by email to [drh@culturespaces.com](mailto:drh@culturespaces.com)