



Museum facilities manager at the House of European History

Seconded National Expert (SNE) open position, European Parliament

The museum and its building

The House of European History (HEH) is a museum located in the Leopold Park in Brussels. The HEH's objective is to promote knowledge of Europe's history and to raise awareness of the diversity of memories within Europe in an open and inspiring fashion. It contains a permanent exhibition and a temporary exhibition. The HEH also offers a wide range of activities such as debates, events and guided tours and workshops.

The HEH is hosted in the Eastman building, completed in 1935. At various stages it has been a public clinic, a learning establishment and a retirement home. The European Parliament (EP) leased the building in 1985 to accommodate its administrative services, a print shop and a crèche. Over the years, it has also been used by other EU bodies such as the European Ombudsman and the European Court of Auditors. In 2009, the EP decided that, after substantial renovation and extension, it should accommodate the HEH, that opened its doors to the public in 2017.

Even if part of the EP building family, the Eastman has unique features when compared to the other EP buildings: It welcomes hundreds of visitors on a weekly basis, it stores and displays a museum collection, it has an important historical value.

The job

The House of European History (HEH) is looking for a facilities manager for ensuring the daily management of the building and its related facilities (electricity, ventilation, heating, security and safety systems), to obtain the best visiting conditions and conservation and display of art objects.

He/she will join the Facilities/IT/Visitor Service team, that supervises the technical functioning of the exhibitions, the welcoming of the visitors by the external floor staff crew, the museum's safety and security issues, the building projects and maintenance and the unit's inventory management.

In close collaboration with the HEH Collection and Curatorial teams, the facilities manager shall be the main contact person in the museum, interfacing with Directorate General for Infrastructure and Logistics (DG INLO), to ensure the best environmental conditions (ex. temperature, humidity, light, pest management, galleries cleaning) for object display and conservation, allowing the museum to respect the conditions for loans and insurances.

Beyond regular maintenance works, the HEH building is the object of projects to further improve security, energy consumption, accessibility for impaired persons. The knowledge of building

management, health, safety, security regulation of the host country (Belgium) at different administration level (region, municipality) is an important asset.

Building projects and issues are managed in close collaboration with the relevant EP services in the DG INLO and the Directorate-General for Security and Safety (DG SAFE).

The facilities manager is also involved in the design and construction works for the regular temporary exhibitions organised by the HEH. He/she is the main contact person for building-related changes possibly required by the exhibitions, relaying with DG INLO.

In collaboration with the HEH Security Manager, he/she will contribute to the maintenance of technical solutions and procedures for health and safety of the building and during the works for exhibitions build (for ex. fire detection and extinction systems, CCTV cameras, evacuation procedures, health and safety documentation sharing, work permits, guidelines for the use of museum spaces for temporary exhibitions, etc.).

The onsite presence is required. Occasional telework may be possible, depending on the ongoing maintenance works and building projects, following the agreement of the head of department.

He/she must have a solid background and interest in building management and related facilities, obtained through relevant education and experience. Experience in listed buildings and museum facilities and working knowledge of Building Management System (BMS) or Building Automation and Control System (BACS) would be an asset. It is necessary to understand the sensitivities of working on a site, which is open to the public seven days per week. The ability to prioritise and capacity to handle heavy workload is crucial. He/she should be able to work in English. Knowledge of French, German and/or Dutch would be an asset.

Activities

- Maintain and monitor all facility systems and equipment, responding to and resolving problems where and when appropriate
- Follow up on all building and facilities-related issues, in liaison with DG INLO and DG SAFE
- Plan and coordinate seasonal maintenance programs
- Plan large-scale maintenance operations (ex. curtain replacement)
- Draft official notes in his/her area of responsibility
- Maintain environmental control and security systems in collaboration with the collection manager and security officer and other services involved
- Join inter-departmental fora, in collaboration with other museums and education institutions, to contribute and share on best practices for energy savings and environmental standards in the domain of culture and heritage
- Join the project teams for the preparation of regular temporary exhibitions
- Supply technical plans for the design and the installation of temporary exhibitions
- Advice on building materials and energy saving measures in the design phase of temporary exhibitions



- Supervise the museum galleries cleaning procedures, liaising with HEH Collection Team and DG INLO
- Follow up on the improvement of signage in the museum building, taking into consideration the evolution of HEH branding
- Act as Building Recover Manager, as member of the Emergency Response Team in the framework of HEH emergency plan
- Liaise with the cafeteria and museum shop owner, for the aspects related to the use and maintenance of the relevant parts of the building.

Academic background

- University education attested by a diploma or equivalent professional training as laid down in Article 5 of the Staff Regulations
- Preference for studies in the domain of architecture, civil engineering and building management (or equivalent experience).

Knowledge

- Knowledge of the EP General Secretariat's structure, organisation, environment and the various people involved
- Knowledge of the EP Financial Regulation, internal rules and other subordinate texts
- Knowledge of the administrative and/or legal and budgetary rules governing the award of public contracts
- Knowledge of workload assessment and planning methods
- In-depth knowledge of one of the official languages of the European Union and a very good knowledge of at least one other of these languages

Competences

- Analytical and comprehension skills
- Organisational and planning skills
- Interpersonal skills
- Flair for innovation
- Sense of initiative

Environment

- Interaction with external and internal service-providers
- Interaction with external contractors

