



Construction Manager - Contract Position Listing Statement

NIAD is an organization that aims to be artistically relevant and culturally inclusive. As an organization we deliver these aims through our operations activities as well as through the three programs we offer: NIAD's Virtual and 23rd Street Studios, Community Programs, and Art Marketing and Partnerships.

NIAD's Operations and Admin Team coordinates human resources, front desk reception, operations and facilities project management, bookkeeping and accounting, and data management systems and technology for NIAD. Our very active team aims to deliver an exceptional experience for new and existing staff, our artist community and their care providers, our continually expanding art audiences, and our many operations and program partners. The Construction Manager works closely with the Administrative Director and Executive Director, as well as construction contractors and subcontractors and permitting agencies.

In every position, we aim to support NIAD's continued growth and expansion. As the organization realizes the vision of our artists and wider community, our Operations and Admin team provides valued expertise and supports every aspect of the organization's functions. As such, we want to ensure representation of the communities that we serve, both in terms of diversity within our teams, and in generating engagement and involvement from people who have been historically under-represented, including new staff.

NIAD supports inclusivity and visibility in all areas of our working practices and spaces and want to make sure that opportunities are accessible in all ways and that all voices are truly heard and contribute to our future. We actively encourage individuals from marginalized groups to apply, in particular those from traditionally under-represented groups, e.g., people with disabilities, BIPOC and LGBTQIA+ candidates.

If you require any accommodations in order to most effectively participate in the application process, please contact Ingrid Alonso-Rodriguez, admin@niadart.org, or 510 620 0290.

To apply for this position, please direct your cover letter and CV or resume to admin@niadart.org.

Job title	<i>Construction Manager</i>
Reports to	<i>Executive Director, Administrative Director</i>

Job purpose

The Construction Manager position is a 6-month contract position (with the possibility of longer-term hire) overseeing construction project activities in NIAD's active downtown Richmond art facility. This includes studio, gallery, admin, and courtyard spaces which are open to the public and for program activities 6 days a week.

NIAD has been approved to complete four phases of ADA-compliant accessibility improvements through NIAD-CAP, a Community Development Block Grant-funded project including renovations to NIAD's Restrooms (Phase 1), Floors (Phase 2), Doors and Entryways (Phase 3), and HVAC Systems (Phase 4).

The Construction Manager at NIAD will act as a point person at NIAD for all aspects of NIAD-CAP Phase 1 construction, from contract approval to ensuring contractors are supported for logistics, scheduling, and execution of work, through final permit inspections and celebration of completion. In addition to NIAD-CAP Phase 1, this position provides insights on additional construction projects occurring within the duration of the Construction Manager's contract.

Duties and responsibilities

Project management:

- Negotiate construction contract with general contractor for review by Executive Director and Administrative Director.
- Coordinate scheduling of project, considering impact on program schedule, NIAD events, neighborhood/community, and City of Richmond.
- Communicate with NIAD community about construction logistics and what to expect at each stage of project.
- Manage project budget, including review of all costs, invoices, and payments. Forward budget questions to Executive Director and Administrative Director for review as necessary.
- Ensure timely completion of project, with support for inspections, close of all permits, and planning for future phases as necessary.

Liaison role:

- Act as main contact with contractors and, when necessary, sub-contractors for all aspects of construction.
- Meet weekly with NIAD's Executive Director and Administrative Director, and provide construction progress updates as needed.
- Share insights and expertise with Board of Directors and Growth Committee as needed.