

DRAFT Foundry Roles and Responsibilities
FAC Meeting 10.12.18
(Drawn from the Foundry Consortium's Full Proposal)

Property Management Responsibilities

- Site manager for general oversight of the building space and security
- Augmentation of security as needed, or outsourced for special events where it is warranted
- Financial coordination/management –payroll for building operations staff, tenant billing, accounts receivable/payable for leases and rents, monthly/annual reconciliation and reporting
- Human resource management for building operations
- Custodial services
- General maintenance

General maintenance includes facilitation and oversight of contracts or service agreements for the mechanical systems (HVAC, Elevators, Generators, Fire Alarm, Fire Pump, Sprinklers, Plumbing, Electrical, Smoke Control and Stair Pressurization).

- Contracting for larger maintenance project in accordance with City lease

Staff assistance with on-site construction management and oversight of contractors and subcontractors working under contract for maintenance and improvement projects at the Foundry must also be included.

Selection Criteria of the property manager to include elements such as:

- *Track record of building management*
- *Financial capacity*
- *Women and /or minority owned & operated business enterprise*
- *Participation in local employment engagement efforts*

Other Contracted Services

- Leasing / Brokerage Services
- Grant Writer
- IT Support
- Marketing and Communications
- Workshop Space Manager (tenant?)
- Community Engagement
- Performance Space Technicians (Sound & Lights)

Foundry Consortium Role

- Programming recruitment and/or program development
- Fundraising and grants management
- Master scheduling and the selection of event offerings
- Local Outreach
- Tenant recruitment
- Marketing and communications
- Determining fee structures
- Internal coordination with Foundry tenants, program providers & CRA
- IT support for tenants and those renting space for programs or events
- Fiscal accounting and reporting related to building operations, fees collected for events
- Data collection, analysis and reporting
- Volunteer or intern recruitment and management
- Payroll and benefits
- Contract management
- Insurance
- Health and safety procedures/certifications