



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

ΚΕΝΤΡΟ
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Technical Associate, Architect

Designed by the architectural firm Renzo Piano Building Workshop, the SNFCC an environmentally sustainable, international cultural, educational and recreational urban site, which includes the facilities of the National Library of Greece and the National Opera, as well as the Stavros Niarchos Park. It is the largest donation of the Stavros Niarchos Foundation, and was transferred to the Greek State in February 2017.

The SNFCC Single Member S.A. is a non-profit organization and aims at the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time it has developed its own programming of cultural, educational and sports events, open to all and most of them, free for the public thanks to the exclusive donation of the Stavros Niarchos Foundation.

The SNFCC Single Member S.A. is an equal opportunity employer, prohibiting discrimination against any employee or job applicant based on race, color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual preferences or any other category protected by law, and ensures fair treatment of all candidates on the basis of their qualifications and the conditions provided by law.

The **Facilities Department** is responsible for the proper operation, preventive and repair maintenance of all building technical infrastructure and the surrounding area of the SNFCC. At the same time, it supports all the other departments and functions of the Organization.

The SNFCC is looking for a person to fill the position of **Technical Associate, Architect**, and will report to the Facility Manager. The **ideal candidate** will contribute within the scope of his / her responsibilities to the monitoring of the relevant Facility Management contract, ensuring the provision of the agreed services, while he/she will support the Facilities Department in exploring the feasibility of architectural proposals for new equipment.

Key Duties and Responsibilities:

- Coordination, planning and control of the maintenance work regarding, mainly, the building elements of the venue.

- Collaboration with the provider that is responsible for the Total Facility Management and all external providers related to the facilities of the SNFCC to resolve problems, failures and dealing with emergencies and special situations.
- Monitoring and control of the scheduled maintenance and the problem-solving related to the architectural equipment of the SNFCC.
- Collaboration with the Facilities Management Team to assist with the maintenance.
- Collaboration with the representatives of the National Opera and the National Library of Greece, the other departments of the SNFCC and the external collaborators, when required.
- Documenting the specifications of various SNFCC technical equipment and conducts market research for Furniture Fixture & Equipment.
- Collaboration with the head of the department regarding incidents or problems reporting and potential interventions.
- Submission of proposals for technical and technological, improvement solutions in compliance with the Health and Safety Regulations and the specifications which are to be forwarded to the head of the department for further elaboration and implementation.
- Market research for new architectural equipment and oversees the maintenance of the existing one.
- Preparation of preliminary design and presentation plans for the installation of new equipment (AutoCAD, Photoshop).
- Development of designs in AutoCAD and other tools (photorealistic, rearrangement of event spaces, COVID-19, etc.)
- Supervision of scheduled work and coordination with the contractors' crew
- Works on Duty as essential SNFCC staff during evening shifts, weekends, holidays, performances, or events in accordance with the department schedule.
- Compilation of reports, presentations, statistics.
- Participation in working groups and committees.

Requirements:

- Diploma in Architecture Engineering
- Proven previous work experience of at least 12 months, preferably in a related field
- Excellent knowledge of Greek and English in both spoken and written language
- Excellent use of MS Office and design programs such as AutoCAD, Rhinoceros, ArchiCAD, Photoshop

Required skills and desirable characteristics:

- Certification and / or experience in the following fields:
 - Facility management and familiarity with relevant concepts, practices and procedures
 - Contract management
 - Project control and management
 - 3D Design
- Knowledge of additional languages
- Additional previous work experience as an engineer
- Organizational skills
- Detailed Oriented and time-conscious with deadlines
- Ability to prioritize under stressful circumstances
- Ability to deal with unforeseen situations and take initiatives
- Work in a team environment
- Flexibility in working hours

Application procedure:

- The submission deadline is July 25, 2022, 16:59 EEST.
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities