



Job Description: Facilities and Facility Rental Associate

Reports to: Building and Maintenance Manager

Summary: The primary purpose of this position is to assist and perform activities to ensure the museum is maintained and is ready for daily operations, facility rental or any other tasks deemed necessary by the Building and Maintenance Manager

Principal Accountabilities:

- Assist with facility rental set-up and take-down for museum events.
- Work with cleaning service for the highest standards in cleanliness for the museum.
- Learn and help maintain and repair permanent exhibits in the museum.
- Monitor use of consumables (i.e., toilet paper, paper towels, light bulbs, etc.)
- Working with Manager on whatever tasks need to be done

Facility Rental

- Cleaning during and after facility rental and museum events
- Trash removal as necessary
- Cleaning of spills
- Follow direction of facility rental coordinator

Physical Requirements:

- Must be able to bend, kneel, stand, climb ladders and perform other physical tasks.
- Must be able to lift chairs, set up tables and carry at least 50 pounds.

This position is part time requiring 25 hour work week. Working weekends and holidays are required.

The Mississippi Children's Museum is a 501(C) 3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.