

## **Title: Maintenance Associate**

The Maintenance Associate provides support for the maintenance and operation of the museum's permanent exhibits. The primary purpose of this position is to assist and perform repairs and maintenance duties to ensure the museum's exhibits are routinely maintained and are in working order.

### **Responsibilities:**

- Assist with the repair of permanent exhibits of the museum
- Maintain the permanent exhibits of the Museum
- Collect data and provide usage reports and repair logs

### **Qualifications:**

- Proven ability to work with other staff and volunteers in a collaborative and positive manner.
- Ability to work on small motors and machines ability to perform minor electrical, plumbing, and semi-skilled maintenance to keep MCM exhibits in repair. (Duties may involve trim carpentry, repairing electrical and mechanical components; installing and maintaining new or existing equipment; and minor plumbing repairs to exhibits).
- Repair or replace defective equipment parts using hand tools and power tools, and reassemble equipment.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices
- Paint and repair windows, doors, floors, woodwork, plaster, drywall, and other parts of building structures.
- Align and balance new equipment after installation.

### **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.

### **Hours**

- Must be able to work a flexible schedule including weekends and after hours as needed.

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.