

Facilities Associate

Summary: The Facilities Associate provides support for the maintenance, cleanliness, and efficient operation of the museum. 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 Assistant Director of Facilities.

Responsibilities:

- Assist with facility rental set-up and take-down for museum events.
- Trash removal as necessary
- Work with cleaning service for the highest standards in cleanliness for the museum.
- Learn and help maintain and repair permanent exhibits in the museum.
- Set up and breakdown of facility rentals and museum events, resetting museum after rentals and events
- Working with Manager on whatever tasks need to be done

Qualifications:

- Ability to perform light repairs and basic maintenance tasks.
- Proven ability to work with other staff and volunteers in a collaborative and positive manner.
- Demonstrate high comfort level around children and flexibility in responding to challenging situations appropriately.
- Must have a willingness to learn basic repair skills with tools

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 to create unparalleled experiences to inspire excellence and a lifelong joy of learning.
Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.*