

**Job Description: Facilities and Exhibits Manager****Reports to: Director of Facilities**

The Facilities and Exhibits Manager is responsible for assisting with the care and cleaning of the museum along with maintenance of the museum exhibits. S/he will assist the Director of Facilities in building maintenance matters and will work collaboratively with the Director of Exhibits to ensure the exhibits are safe, maintained, cleaned and functioning as intended.

Responsibilities:

- Ensures the museum is maintained, set up and is ready for daily operations, after-school students, and facility rental
- Manages Facilities Associates and contract cleaning service to achieve the highest standards in cleanliness for the museum and the exhibits (i.e., Removes trash, Sweeps, mops, vacuums, cleans bathrooms, museum galleries and office space) and ensures that consumables (i.e., toilet paper, paper towels, light bulbs, etc.) are stocked and operating correctly
- Notifies management concerning needs for major repairs and additions to the building and exhibits
- Provides maintenance support to the Director of Facilities and Director of Exhibits
- Assists and oversees events set-up, breakdown, and cleaning
- Assists with the transport and set up, breakdown and delivery of traveling exhibits
- Miscellaneous duties as assigned

Qualifications and Skills:

- Excellent interpersonal and verbal communication skills.
- Ability to work independently, self-motivated, and take initiative.
- Commitment to customer service excellence and teamwork.
- High comfort level working with a diverse public.
- Able to use and/or learn to use specified tools for the moving and maintaining of exhibit pieces.
- Ability to lift 50 pounds to assist in the movement of exhibit elements.
- Ability to bend, kneel, stand, climb ladders and perform other physical tasks.
- Ability and willingness to drive MCM's 12-passenger van to transport smaller exhibits (driver's license required).

Hours:

- 40 hours a week with availability during the evening and on weekends for museum programs, exhibit installations and special events. Flex time is provided if weekends are worked.