



Facilities Associate

Summary: The Facilities Associate is responsible for assisting with the care and cleaning of the museum along with minor repairs to exhibits. This position reports directly to the Facilities and Exhibits Manager. This part time position assists with cleaning, events set-up and breakdown and exhibit installation. This part time/flexible position is project-based and requires up to 25 hours a week.

Responsibilities:

- Works with contract cleaning service to achieve the highest standards in cleanliness for the museum.
- Notifies management concerning needs for major repairs and additions.
- Provides maintenance support to the Facilities and Exhibits manager.
- Monitors use of consumables (i.e., toilet paper, paper towels, light bulbs etc.)
- Assists and performs cleaning activities to ensure the museum is maintained and is ready for daily operations, facility rental or any other tasks deemed necessary by the Facilities and Exhibits manager.
- Sweeps, mops, scrubs, and vacuums hallways, stairs, bathrooms, museum galleries and office space. Trash removal as necessary.
- Works with the Facilities and Exhibits manager miscellaneous tasks, as assigned.

Qualifications:

- Ability to work with other staff and volunteers in a collaborative and positive manner.
- Demonstrate high comfort level around children, a diverse public, and flexibility in responding to challenging situations appropriately.
- Ability to work independently, self-motivated, and take initiative.

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.

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. To apply, please submit letter of interest and resume: careers@mcm.ms

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary. MCM is an equal opportunity employer.

Updated: 4/13/2023

Hours

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

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