



Facilities Associate

Summary: The Facilities Associate provides support for the maintenance, cleanliness and efficient operation of the museum. This position assists with cleaning, events set-up and breakdown and exhibit installation. This position reports directly to the Facilities and Exhibits Manager. This part-time, flexible position is project-based and requires up to 25 hours a week.

Responsibilities:

- Works with team members and 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 on miscellaneous tasks, as assigned.

Qualifications:

- Minimum of 1 year of experience in commercial cleaning.
- Ability to work independently, self-motivated, take initiative and effectively communicate with management, co-workers and visitors.
- 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.

Physical Requirements:

- Must be able to bend, kneel, stand, climb ladders and perform other physical tasks.

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 to 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: 2/13/2024

- 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, holidays and after hours as needed.

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