



## POSITION ANNOUNCEMENT Museum Maintenance Coordinator

### ***Position Summary:***

Do you like to work with your hands and solve problems? Do you prefer the flexibility of a part-time position? The Museum Maintenance Coordinator is responsible for routine maintenance of museum buildings and historic houses, coordinating care of grounds, set-up/breakdown for events, and general custodial work. This part-time position (20-24 hours/week) position requires occasional weekend and evening work and reports to the Executive Director.

### ***Essential Duties and Responsibilities:***

#### **Maintenance, Repairs, and Construction (70%)**

- Perform routine and preventative maintenance on exhibits, structures, appliances, HVAC, electrical, plumbing, and other physical plant equipment and fixtures.
- Provide repairs whenever possible
- Identify and coordinate work of outside contractors and service companies.
- Maintain safety and security of the buildings and grounds
- General and exhibit construction

#### **Custodial (20%)**

- Set-up/break down for events, rentals, and programs.
- Keep outside walkways clean and clear.
- Clean public spaces, restrooms, offices in main building and Schlegelmilch House.

#### **Other (10%)**

- Supervise maintenance and special project volunteers
- Order supplies *and maintain records*

### ***Qualifications:***

- *Required:* Knowledge and ability to diagnose and carry out general repairs
- *Required:* Strong communication and interpersonal skills
- *Required:* Ability to work both independently and in a team setting
- *Required:* Experience using hand and power tools
- *Preferred:* Intermediate carpentry skills
- *Preferred:* 3-5 years of increasing responsibility in facilities maintenance
- *Preferred:* Experience monitoring and maintaining HVAC systems

***Schedule:*** Begin June 1, 2018

***Compensation:*** \$12.50-\$13.50/hour. Actual rate depends on preparation and experience.

**HOW TO APPLY:** Submit cover letter, resume, and references in PDF format to [searchcommittee@cvmuseum.com](mailto:searchcommittee@cvmuseum.com) with your name in the subject line. Application review begins May 21 and continues until position is filled. Request a complete job description from [searchcommittee@cvmuseum.com](mailto:searchcommittee@cvmuseum.com).