

Job status:	Full Time, Non-Exempt
Position reports to:	Director of Visitor Services
Starting Salary:	\$45,000-\$55,000
Work week:	Monday-Friday. On-call for emergencies. Some special events required.
Benefits:	PTO; Medical, Dental, & Vision Insurance; 401k
Conditions:	Outdoor and manual work required on a daily basis.

Position Summary

The Facilities & Exhibits Manager ensures that all exhibit components and environments are clean, safe, in good working order, well cared for and repaired in a safe, timely, and aesthetically functional way. The Facilities & Exhibits Manager responds to daily cleaning and maintenance needs of exhibits and the museum grounds. The Facilities & Exhibits Manager supports building operations, coordinates the maintenance of technical and janitorial contractors to successfully manage large and small scale projects. This is a physically active role that requires a combination of technical expertise in woodworking, painting, electro-mechanical systems, metalwork, artistry, and general fabrication. Good communication, organization, follow-through, problem solving, multitasking, judgment, patience, flexibility, and a sense of humor are essential in this role. This position works closely with all administrative departments to address satisfaction issues and personify a cohesive organizational voice.

Responsibilities and Duties

Facilities (80%)

- Retain holistic awareness of the entire facility, safeguarding structural components through proactive preventative maintenance.
- Develop sustainable systems to effectively forecast the needs of the facility.
- Complete daily safety and cleanliness checks, making needed repairs, upkeep and cleaning of exhibits, building, and grounds before the museum opens to the public using professional techniques. This includes waste management, landscaping, debris removal, and general management of the parking lot.
- Develop and maintains a regimen of daily, weekly, and monthly exhibit upkeep including but not limited to cleaning various surfaces and components, ordering and replacement of worn parts for exhibits and equipment, and recommending appropriate equipment purchases and maintenance as necessary.
- Create and work within the exhibit and facility budget.
- Keep staff informed of maintenance scheduling changes and exhibit closures or repairs that impact the public.
- Maintain a current and continuous inventory of departmental maintenance equipment.
- Schedule and coordinate janitorial, waste management, HVAC, landscaping, equipment inspection, and large scale annual cleaning efforts. Drive projects through completion.
- Troubleshoot HVAC, plumbing, lighting, electrical, mechanical, alarm, and elevator systems.
- Regularly audit and update current systems to ensure compliance with MSDS and OSHA guidelines.
- Be knowledgeable of best practices and emergency plans.

Exhibits (20%)

- Utilize existing system to communicate with all staff regarding exhibit repair needs and statuses.
- Coordinate exhibit installation and de-installation.
- Meet with Visitor Experience and Education Teams regularly to evaluate exhibits and plans, and initiates exhibit improvement and upgrades.

Perform other related duties as assigned

Experience/Qualifications

- Proficiency with basic hand and power tools required
- 3-5 years' experience facility-related project management required
- 3-5 years' experience in woodworking, carpentry, electro-mechanical systems, and metalwork required

- Ability to diagnose, problem solve, service, and repair various equipment required
- Knowledgeable of various materials and mixed media fabrication techniques required
- Strong organizational skills; ability to schedule appointments with multiple maintenance contractors
- Demonstrated ability to communicate and relate effectively to a wide variety of individuals
- Responsive to phone calls, texts, and emails
- Ability to work both independently and in cross-functional teams to solve problems creatively
- Ability to independently prioritize competing demands
- Ability to remain in a stationary position for extended periods of time, work outdoors, move from ground to above shoulder, ascend/descend stairs and ladders, position self to bend, stoop, sit, push, and pull
- HVAC experience preferred
- Working knowledge of Microsoft Office Suite, including Outlook
- Knowledge of 3D design software such as SketchUp
- Demonstrated safety in the workplace; knowledge of OSHA practices
- Thrive on working in a fast-paced environment with a wide variety of job responsibilities and demands
- Friendly, outgoing personality and must enjoy working with young adults, children, and families in public spaces
- Experience working with children preferred

In order to serve the best interest of museum patrons, KQCM will:

- conduct a criminal background check on all prospective employees
- require proof of immunizations within thirty days of employment
- require certification in Adult, Child, and Infant CPR, First Aid, and AED

KQCM is an equal opportunity employer that is committed to workforce diversity and encourages people of color and any self-identification to apply.

KQCM is a non-profit that offers a unique, fun work environment where curiosity and creativity are encouraged.

We are a dog-friendly office.

Our mission is to create learning through the power of play and exploration that connects children to their communities and the world.

To learn more visit kidsquestmuseum.org
Applications can be submitted to jobs@kidsquestmuseum.org