



Job Description

Job Title:	<i>Maintenance Assistant</i>
Supervisor:	<i>Director of Operations</i>
Department:	<i>Operations</i>
Appointment:	<i>Part time, 20 hrs/wk (Additional hours required for after-hours meetings, weekend events, etc.)</i>
Classification:	<i>Non-Exempt, Hourly</i>

Primary Job Responsibilities

- Help manage the cleaning and maintenance of the Museum and its exhibits.
- Assist with the implementation of maintenance processes and schedules for the Museum's exhibits, facility and equipment.
- Work with part-time staff, volunteers and contracted staff that assist with the cleaning and maintenance of the exhibits and facility.
- Help with the activation of exhibits prior to opening, ensuring they are properly functioning throughout the day, and/or closing exhibits at the end of the day.
- Perform minor electrical, plumbing and HVAC repairs.
- Installing and maintaining permanent and traveling exhibits, as required.
- Maintain workspaces, equipment, tools, parts and supplies.
- Assist with the set up and tear down of exhibits and supplies for events.
- Perform a variety of semi-skilled and skilled tasks in the maintenance and operation of the Museum.
- Maintain appearance, functionality and cleanliness of exhibits and Museum.
- Help maintain the Critter Corner exhibit and feed animals at the Museum.

Organizational Relationships

Reports to: Director of Operations

Supervises: N/A

Required Education & Experience

- High school graduate; graduation from college or university desirable.
- Minimum 5-7 years facilities maintenance or related experience.
- Must have, or be able to obtain, and retain a valid Indiana or Illinois driver's license.
- Knowledge of maintenance procedures and ability to operate the related equipment to ensure public safety.

- Working knowledge of HVAC, electrical, plumbing, lighting, painting, carpentry skills and basic computer and word processing skills are required.
- Strong verbal and written communication skills, leadership abilities, and organizational skills
- Self-motivated and self-directed to work with minimal supervision.
- Ability to adapt to changes in the work environment, manage multiple projects, and ability to adjust to delays and unexpected events.
- Ability to establish and maintain positive and effective working relations with Museum employees and Board of Directors, exhibit vendors and contractors, volunteers, children and the general public.
- Experience with problem analysis and resolution.
- Demonstrable knowledge of carpentry, cabinetry, construction and light metal fabrication beneficial.
- Museum or exhibit experience beneficial or any other training and experience that provides the require knowledge, skills and abilities.

Skills

- Must possess a warm, friendly, positive attitude with plenty of energy.
- Must enjoy working around children and adults of all ethnic and social backgrounds.
- Must be able to think on feet and adjust to unexpected occurrences in a timely and professional manner.
- Must conduct self in a professional and respectful manner around guests and staff.
- Must display patience and professionalism when working with youth, co-workers, and parents.

Work Environment

- Work is primarily performed throughout all areas of the Museum and requires exposure to the general public. Work requires circulating throughout the museum, using stairs and working around exhibits.
- Must be able to lift 50 pounds
- Occasional night and/or weekend hours will be necessary
- Climb ladders and stairs
- Ability to navigate Ropes Challenge Course
- Ability to work at heights

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities and requirements.