



Title/Position: Facility and Exhibits Manager (Full Time Mon-Fri)

Reports to: Director of Operations

General Responsibilities: The Facility and Exhibits Manager oversees and performs maintenance of the museum facility and its exhibits to ensure a clean, safe, and functional environment for all museum visitors and staff.

Duties will include but are not limited to:

1. Manages daily functionality of all museum exhibits and facility spaces
2. Oversees maintenance or repairs of electrical, plumbing, HVAC, and other systems
3. Makes repairs to exhibits in the case of mechanical or cosmetic failures
4. Performs general facility repairs such as painting, patching walls, hanging shelves, and landscaping
5. Manages Maintenance Technician and in-house Custodial staff.
6. Maintains a log documenting exhibit, facility, or equipment repairs or replacements
7. Performs monthly safety system tests and maintains a log of tests performed
8. Assists in creating, constructing, and fabricating new exhibit or museum items
9. Inspects work done by landscape and custodial subcontractors for completeness
10. Assists in setup and teardown for special events
11. Maintains an inventory of maintenance tools/equipment
12. As necessary, responds to on-call and emergency situations
13. Performs other duties as assigned

Required Experience and Skills:

1. Five years' experience in mechanical maintenance, facilities maintenance, carpentry, or related field; Two years increasingly responsible experience in facilities management or related field preferred
2. Knowledge of methods, materials, and equipment used in building construction and maintenance
3. Able to communicate clearly and professionally with vendors and subcontractors
4. High comfort level working with children in a fast paced, high-traffic, public environment
5. Views children as capable and competent and recognizes that children learn naturally through play
6. Ability to genuinely communicate with diverse guests of all backgrounds and abilities
7. Ability to respond to guest needs and urgent/emergency situations in a calm, comforting manner
8. Ability to independently manage and prioritize several tasks efficiently and with ease
9. Reliable, flexible, and able to work cooperatively with other staff members as a positive team player
10. A strong commitment to the mission, vision, and values of WCM

Physical requirements: Able to stand, bend, climb, and walk/crawl for a prolonged period of time; Ability to lift up to 50 pounds

Compensation: Pay range begins at \$50,000 annually. Salary commensurate with experience and ability. Benefits include health, dental, and vision insurance, 401K retirement plan, and flexible PTO.

To apply for this position: Please send a cover letter, resume, and two references to Matt Foster, Director of Operations, at mfoster@wonderscope.org. Wonderscope is an Equal Opportunity Employer.