



Title/Position: Maintenance Technician (Full Time Monday-Friday)

Reports to : Executive Director

General Responsibilities: The Maintenance Technician assists in maintaining a clean, safe, and functional museum environment by performing maintenance tasks in the museum's public spaces, exhibits, and workshop.

Duties include but are not limited to:

1. Executes exhibit repairs, modifications, and/or other construction projects
2. Oversees maintenance or repairs of electrical, plumbing, HVAC, and other systems annually
3. Performs basic facility maintenance duties such as painting, patching, shelf installation, and other needs as they arise
4. Maintains a log documenting facility or equipment repairs or replacements
5. Performs monthly safety systems tests and maintains a log of tests performed
6. Assists in daily custodial needs as necessary (sweeping, mopping, vacuuming, restroom maintenance)
7. Repair of small, handheld exhibit items
8. Weekly scheduled power washing of exterior exhibit spaces
9. Maintains an inventory of maintenance tools/equipment
10. Assist in setup and teardown for special events
11. As necessary, responds to on-call and emergency situations
12. Other relevant duties as assigned

Required Experience and Skills:

1. Two years experience in mechanical maintenance, facilities maintenance, carpentry, or related field
2. Knowledge of methods, materials, and equipment used in building construction and maintenance
3. Working knowledge of hand tools, adhesives, fasteners, and other repair materials
4. Ability to communicate clearly and professionally with vendors and subcontractors
5. High comfort level working around children and their adults in a fast-paced, high-traffic, public environment
6. Ability to respond to guest, staff, and facility needs and urgent/emergency situations in a calm, comforting manner
7. Ability to independently manage and prioritize several tasks efficiently and with ease
8. Reliable, flexible, and able to work cooperatively with other staff members as a positive team player
9. 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: \$35,000-\$40,000 salary, dependent on experience and ability. Benefits include health, dental, and 401K.

To apply for this position: Please send a cover letter, resume, and two professional references to Carolyn Law, Employee Experience Manager, at claw@wonderscope.org. Wonderscope is an Equal Opportunity Employer.