



JOB DESCRIPTION

GILBERT HOUSE CHILDREN'S MUSEUM

JOB TITLE: FACILITIES LEAD

REPORTS TO: OPERATIONS COORDINATOR

PRIMARY PURPOSE

The Facilities Lead position takes care of day-to-day maintenance needs at Gilbert House Children's Museum. Gilbert House Children's Museum is a private nonprofit organization founded in 1989, and is composed of three historic houses, three smaller buildings, and a large outdoor play area. The Museum is located at the north end of Salem's Riverfront Park. The three main houses are owned by the City of Salem and the museum works closely with the city on any maintenance concerns with these houses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Disarm and open museum buildings during scheduled shifts.
- Collaborate on exhibit component design and construction.
- Repair and maintain all exhibits and structures onsite.
- Conduct basic grounds maintenance tasks.
- Tour museum grounds and structures daily for safety and maintenance concerns.
- Use of leaf blower on parking lot area and pressure washer on decking and bricks when soiled.
- Troubleshoot malfunctioning exhibit components and museum systems.
- Consult with Operations Coordinator on upcoming expenditures for facility maintenance and repairs.
- Keep basement workshop areas tidy: tools put away, debris discarded, etc.
- Independent work habits are essential.
- Assist other staff with tasks as requested.

MINIMUM QUALIFICATION

- Building maintenance experience required.
- General knowledge of construction and finishing techniques and tools are necessary for this job.
- Project management experience is preferred but not required.



- Knowledge of safe tool and chemical use.
- Basic knowledge of landscape care and tool use.
- Must be able to lift 25-40 lbs.
- Must be able to ascend and descend, stairs and ladders
- Working knowledge of Microsoft Suite programs including Word, Excel, and Outlook
- Must pass a criminal background check

Compensation: \$15.00 - \$17.00 , D.O.E.

Hours: 20 hours per week, Monday thru Friday

For more information about Gilbert House Children's Museum, please visit our webpage at www.acgilbert.org.

To apply: Use the subject line "Facilities Lead" and email a cover letter, resume, and 3 references to resumes@acgilbert.org.

If you have any questions, email visitorservices@acgilbert.org