

The Facilities Manager of the Nido & Mariana Qubein Children's Museum plays a pivotal role in ensuring the operational excellence of our facility. This position is dedicated to maintaining the building, exhibits and grounds to provide a safe and enjoyable environment for families visiting our museum. This is a high-paced, vibrant, happy place with a strong, supportive team committed to creating memorable experiences for our guests.

Job Responsibilities:

Ensures the functionality and safety of the museum building, exhibits, surrounding outdoor play areas and parking lot
Performs basic repairs on a variety of building, exhibit, and outdoor materials
Troubleshoots IT/ computer programs of exhibits
Diagnoses and repairs or calls appropriate service technicians for electrical, HVAC, plumbing systems, irrigation and exhibits
Responds promptly to property emergencies and resolve issues to minimize impact on museum operations.
Manages cleaning, landscaping and security vendors
Maintains the safety and operations of the double-decker carousel performing daily, weekly, and monthly checks and maintenance as prescribed by the manufacturer. Prepares and schedules yearly inspection.
Performs regular maintenance of the water play exhibit by applying chemicals and treating equipment
Assists in management of cleaning supplies, paper supplies, inventory of cleaning tools
Keeps supplies organized
Performs basic drywall and painting repairs
Daily inspections of exhibits for maintenance, safety needs
Addresses trip hazards immediately
Inspect outside areas, ensure grounds are kept clean
Maintains a positive work atmosphere by communicating respectfully with guests and staff
Assists with setup and breakdown of special event items
Provides parking management when needed
Assists with special events

Minimum Qualifications:

Proven 3-5 years maintenance experience
A high school diploma or GED required
Driver's License required
Valid driver's license

Knowledge, Skills, Ability

Proficient with basic repair, assembly, electrical, plumbing, IT/computer skills
General knowledge of building systems, electrical / plumbing / HVAC / kitchen equipment. Ability to troubleshoot.
Ability to prioritize multiple requests throughout the day

Experience with drywall repair, painting, and use of hand tools
Ability to learn and apply safe use of pool chemicals and grease gun
Effective interpersonal and customer service skills
Ability to work effectively and productively in a group/team environment
Ability to work some weekends, respond to building, exhibit emergencies
Ability to work a few evenings a year
Ability to work in a physically active work environment
Responds with helpful, can-do approach
Ability to work with other staff and volunteers in a collaborative and positive manner
Demonstrate high comfort level around children, a diverse public, and flexibility in responding to challenging situations appropriately
Ability to work independently and take initiative

Physical Demands

Must be able to assist with pushing and pulling of large or awkward objects
Must be able to stand, walk for up to 6-8 hours daily
Must be capable of repeatedly standing, kneeling, squatting, bending and sitting
Comfortable climbing ladders to heights upwards of 14 feet

Benefits

This is a full-time position, working 40 hours a week.

Comprehensive Benefits Package:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401(k) matching
- Paid time off

About our museum

The Nido & Mariana Qubein Children's Museum opened in Spring 2022, in downtown High Point and has welcomed more than 375,000 guests. Opinions of our staff are valued and appreciated as our new museum continues to grow and build on our knowledge and successes.

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time.

Before hiring, a thorough background check will be completed.

If you are passionate about creating a safe and welcoming environment for families and possess the required qualifications, we encourage you to apply. Please submit your resume and a cover letter outlining your relevant experience and why you are interested in joining our team to MWard@QubeinChildrensMuseum.org