



**Job Title: Facilities Specialist**

**Reports to:** Senior Director of Facilities and Exhibits Maintenance

**Details:** Part-time position, up to 29 hours per week, must be flexible on weekends.

**Background:** Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

**Position Summary:**

Responsible for ensuring the highest level of cleanliness and guest satisfaction are maintained throughout the Museum while promoting the mission, vision, learning philosophy, and exhibit philosophy of the museum.

**Primary Duties and Responsibilities:**

- Assist in overseeing the museum's appearance by maintaining a clean and safe public environment.
- Daily re-setting, restocking, cleaning, and disinfecting of exhibits. Weekly/daily schedule that includes washing/drying items, cleaning windows/components and housekeeping needs.
- Assists in maintaining Museum and Outdoor Park appearance and repairs, including painting, weeding, picking up trash, blowing off pathways and driveways, trimming tree limbs, etc.
- Assists in setup/removal of exhibits, equipment malfunction, and facilities repairs including electrical and plumbing repairs
- Set-up of facility for rentals and special events/may involve working evenings and weekends. Must be able to adjust schedule accordingly. Set-up and take down of assigned tables/chairs, clean up afterwards.
- Perform other duties as assigned. Involves some heavy lifting and light electrical/woodworking work. Familiar with woodworking tools a plus.

**Knowledge, Skills, Ability: energetic, customer service.**

- Team player with the ability to work in a dynamic, ever-changing environment
- Proficiency with power and hand tools; working knowledge of electric repair, painting and fabrication skills,
- Reliable, honest, friendly and well-organized
- Attention to detail and must have the ability to work independently
- Ability to tolerate distractions and a noisy work environment
- Must be available to work a flexible schedule and perform work duties/responsibilities for extended periods of time to include standing, walking, and lifting
- Willingness to perform additional duties as assigned

**Qualifications:**

- High school degree or GED required.
- One (1) year of facilities, maintenance, or trade experience required
- Excellent customer service and communication skills.
- Experience working in a collaborative team setting in a public environment

**Essential Physical Functions:**

- On any given day, may be frequently required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting up to 75 pounds and moving long distances.

**All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum. All applicants must be fully vaccinated against COVID-19.**