

Position: Exhibits & Facilities Coordinator
Reports to: Exhibits Manager
Status: Part-time or part-time up to full-time
Schedule: 20-40 hours/week. Variable schedule including regular business hours and Saturday/Sunday availability is required.
Compensation: \$17.50 - \$21.50 hourly. Full-time employees are eligible for medical, dental and vision benefits. 403b retirement plan also available.

Objective: Reporting to Exhibits Manager, the Exhibit and Facilities Coordinator (EFC) provides hands-on support to maintain The Discovery to the highest levels and standards of appearance. This includes first response maintenance of exhibit components, plumbing, electrical or structural nature, housekeeping oversight and general operations support. The EFC will provide exhibit maintenance and repair, light janitorial services, provide events set-up and clean-up, will maintain building repair logs, assemble, and catalog Material Safety Data Sheets (MSDSs) and other required safety documentation, as well as providing assistance to the Exhibits Manager and Building Engineer.

Job functions:

- Identify, report, diagnose and repair broken exhibits.
- Maintain the exhibits workshop, keeping it clean and organized.
- Assist Exhibit Manager in constructing new exhibits.
- Provide intermittent restroom and public area cleaning, including restocking paper products and sanitizing.
- Coordinate and work closely with contract janitorial service to ensure cleaning schedules are followed meticulously and supplies are stocked.
- Support the Sales Manager by preparing The Discovery's facilities for all rental and special event functions, including set-up, tear-down, and post-event clean up.
- Manage building repairs, including: light electrical, carpentry, masonry, plumbing and painting on an as needed basis. Assist facility maintenance contractors in support of routine building repairs (i.e. light painting, sprinkler maintenance, and landscaping).
- Handle first-response diagnostics to determine how, what, and where professional contractor support if crucial systems fail.
- Identify all safety hazards and help maintain a safe environment for museum staff and visitors.
- Keep accurate records of building maintenance activities, including routine repairs, special work orders, and required safety compliance/preventative schedules.
- Keep inventory of materials and supplies and reorder as necessary.
- Ensure that outdoor spaces and parking lot are properly maintained and clean at all times.
- Assist with snow removal during the winter months to ensure safety for staff and visitors.
- Perform other duties as assigned by supervisor.

Requirements:

- High School Diploma or equivalent
- Interest in fabrication and tinkering

Necessary skills:

- Ability to communicate well with a diverse group of people
- Ability to lift up to 50 lbs.
- Basic understanding of hand tools
- Ability to problem solve and trouble shoot exhibit issues
- Superb customer service skills
- Basic computer skills, including word processing and email

Characteristics:

- Attention to detail
- Highly organized
- Flexible
- Ability to multi-task and work independently
- Must be able to work weekends and some evenings
- Position can be full or part time, depending on applicant's availability

Environment: General building maintenance environment. Requires standing, walking, and bending for the majority of the work shift. Other work is generally performed within an office environment, with standard office equipment available.

How to apply: Please e-mail resume, cover letter and three references to jobs@nvdmm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.