



**Facilities & Exhibits Technician** is responsible for assisting with the care and maintenance of the museum building, grounds and exhibits. This part-time position, averaging 28 hours a week, assists with repairs, maintaining exhibits, cleaning, events set-up and breakdown.

### **Schedule:**

Tuesday 8:30 a.m. to 1:30 p.m.

Wednesday 8:30 a.m. to 1:30 p.m.

Thursday 8:30 a.m. to 1:30 p.m.

Friday 8:30 a.m. to 1:30 p.m.

Saturday 8:30 a.m. to 5:30 p.m. with a half-hour lunch

A few evenings a year for special events. Off Sunday and Monday

### **Responsibilities**

Assists and performs cleaning and setup to ensure the museum is maintained and is ready for daily operations

Sweep, blow outdoor walkways and parking lots each morning

Complete exhibit checklist each morning

Perform minor repairs to exhibits

Trash/recycling removal as needed

Assists in stocking play items in exhibits

Pick up litter in parking lots

Assist in regular deep cleans of exhibits as well as daily sanitizing of exhibits

Maintain appearance of exhibits and museum areas removing scuffs or applying touch up paint as needed

Maintain organization of basement and staff areas ensuring materials are stored properly

Help in responding to spills, accidents for clean up

Assist with maintenance of carousel and water tables

Assist with replacing filters

Maintain garden

Assist with delivery calls, unloading

Assist in monitoring use of consumables (toilet paper, paper towels, light bulbs, cleaning supplies, filters, etc.)

Help in ensuring bathrooms are stocked with consumables

Assist guests with moving carts for field trips, birthday parties

Cleaning up lunch areas following birthday parties and field trip lunches

Ensure cleaning supplies are fully stocked

Assists with stocking cafe and gift shop

Works with the Facilities Manager on miscellaneous tasks, as assigned

### **Qualifications**

Ability to work with other staff in a collaborative, professional and positive manner. Demonstrate high comfort level around children and a diverse public. Flexibility in responding to challenging situations appropriately.

Ability to work independently, be self-motivated and take initiative.

Ability to use tools, take measurements

### **Physical Requirements**

Must be able to stand, walk for up to 6-8 hours daily, repeatedly standing, kneeling, squatting, bending and sitting, lift items weighing up to 50 pounds, comfortably climbing ladders to heights upwards of 14 feet.

**About our museum**

The Nido & Mariana Qubein Children's Museum opened in Spring 2022, in downtown High Point and has welcomed more than 500,000 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.

**Please send your resume to Megan Ward at [mward@QubeinChildrensMuseum.org](mailto:mward@QubeinChildrensMuseum.org)**