



Maintenance Associate

The Maintenance Associate is responsible for assisting with the care of the museum building, grounds and exhibits. This part-time position assists with repairs, maintaining exhibits, cleaning, events set-up and breakdown. The schedule is Thursday through Sunday.

Schedule:

Thursday 8:30 a.m. to 5:30 p.m.

Friday 8:30 a.m. to 5:30 p.m.

Saturday 8:30 a.m. to 5:30 p.m.

Sunday 12:30 p.m. to 5:30 p.m.

A few evenings a year needed for special events.

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 Complete exhibit checklist each morning

Perform minor repairs to exhibits

Trash/recycling removal as needed

Assists is stocking play items in exhibits

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

Pick up litter in parking lots

Assist with maintenance of carousel and water tables

Assist with replacing filters

Maintain garden plants in the parking area.

Monitor parking lot and entrance gate. Direct guests in parking when needed.

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 Birthday carts

Ensure cleaning caddies 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 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, 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 300,000 guests. Our first year has been an exciting one, full of learning, adapting and experimentation. The Nido & Mariana Qubein Children's Museum was named North Carolina's Visitor Attraction of the year by The NC Travel Industry Association. 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