



### **Museum Facilities Coordinator**

The Wenatchee Valley Museum & Cultural Center (WVMCC) gathers, engages, and educates people to celebrate and preserve the history, arts, sciences, and rich diversity of our region. A vibrant mid-size nonprofit museum, the WVMCC is a vital hub for creating community connections with our region's unique heritage and arts through creative, interdisciplinary programs, exhibits, and publications. The WVMCC seeks an experienced, collaborative and dedicated coordinator to maintain our facility.

This position is a permanent, part-time staff position, with a regular weekly schedule of 25-30 hours. This position is responsible for activities at the Wenatchee Valley Museum and the Wells House in regards to: overall building maintenance inside and out, facilitating facility issues with City of Wenatchee facility workers, event setup, and preventative and on-going maintenance support. Candidates work to complete assignments in a timely manner on self-assigned tasks or tasks assigned by the Museum's Director of Operations, based on the Museum's operational activities and special projects. The Museum Facility Coordinator will report directly to the Director of Operations, but may have some work overseen by other permanent staff depending on the area in which the work is to be completed.

#### **Reporting to the Director of Operations & Special Projects, the Museum Facilities Coordinator has the following responsibilities:**

- Work cooperatively in coordination with other Museum departments and the City's facilities department, as well as outside vendors, contractors, staff, and volunteers.
- Maintain operational procedures in compliance with all safety practices for the well-being of staff, volunteers and visitors, and assist in maintaining the high standards of the Museum facilities.
- Review, oversight and maintenance of the Museum facilities, and the grounds at the main site and at our offsite location(s).
- With the Director of Operations, develop regular schedules for daily, weekly, monthly, quarterly, semi-annual, and annual maintenance and repairs.
- Repair and painting of facility walls and offices.
- Assist Museum staff and event staff with after-hours facility use (may involve work hours to midnight) at main site and offsite locations as needed.
- Set up furniture for events and meetings at Museum and offsite locations (festivals, events, Wells House).
- Drive the Museum vehicle to and from our warehouse location, off-site property, and event locations as needed (transporting furniture and supplies).
- Maintain supply inventories for facility, maintenance, and HVAC needs.
- Place orders for facility and maintenance supplies; purchase supplies and equipment.
- Must be capable of furniture assembly and possess light carpentry knowledge and skills.
- Comfortable with computer, able to use email and submit work orders via a ticket system to City of Wenatchee for facility repairs.
- Maintain all museum spaces, public, and staff areas in good repair and cleanliness.
- Assist with all duties required to maintain the successful operation of the Museum, on and off site.

***The duties listed above are an illustration of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.***

**Essential Qualifications:** This position requires the knowledge and skills to accomplish various maintenance, repair, and janitorial tasks to maintain the buildings and grounds. The successful candidate must be able to multitask and meet deadlines in a fast-paced environment. The Museum Facilities

Coordinator is expected to move confidently among a sizable range of duties and to properly analyze the physical requirements necessary to carry out assignments in a safe and responsible manner.

**Additional requirements:**

- Minimum of 2 years building/facility maintenance experience; prefer experience in historic buildings.
- Collaborative mindset, with a strong ability to communicate using both verbal and written skills.
- Perform tasks as assigned in an efficient and effective manner.
- Must be self-motivated, organized, detail oriented, and maintain a keen sense of our mission.
- 2 years college educational background and/or certifications in maintenance, repair, construction or other trade skills; experience may be substituted for educational requirement.
- Must have the ability to move swiftly in and out of spaces and the ability to lift, push, pull, and support heavy objects, crates, and other items. Physical capabilities which include bending in awkward positions; lifting heavy boxes, tables, chairs, and other items in excess of 50 pounds; carrying awkward items up stairs; climbing ladders and stairs.
- Must possess and maintain a valid driver's license. Must be capable of driving Museum vehicles.
- Must be able to provide oversight and lead the work of volunteers, contractors, and vendors.
- Final candidate will be required to successfully pass a background check

**Desired additional skills:**

- Ability to use computers and computer programs such as MS Office.
- Bilingual, English/Spanish.

**Pay and Benefits: \$14.00 - \$19.00 per hour.**

No overtime is permitted. Annual cost of living increases may occur, up to \$19 per hour. Benefits for this position include paid time off (vacation, sick, holiday), and a monthly health care/insurance stipend.

The individual will be required to establish regular daily hours but maintain flexibility based on needs of the facility. Hours of work: Regularly 30 hours per week, though this might fluctuate throughout the year. Possible extended hours due to specific deadlines or workload for events and exhibits, followed by lighter work load weeks during quiet season. A total of 1,560 hours annually.

***The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.***

*Regular and consistent attendance is a condition of continuing employment.*

The Wenatchee Valley Museum & Cultural Center is committed to creating a diverse environment and is an equal opportunity and at will employer. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Conditions of Employment:** Employment at WVMCC is contingent on the verification of background information submitted by the applicant, including the completion of a criminal record check, and education when applicable.