

**Wenatchee Valley Museum & Cultural Center Association**  
**MUSEUM FACILITIES COORDINATOR**  
**Facility Maintenance**

One position is available for a permanent part-time Facilities Coordinator. This is an hourly regular weekly schedule of 25-29 hours per week; with total annual hours available of 1,508. Candidates will 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 needs of the Museum operational activities and special projects. The Museum Facility Coordinator will report directly to the Director of Operations but may have work overseen by other permanent staff in the area work is to be completed. This position is responsible for activities at the Wenatchee Valley Museum and 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.

**Specific 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 the staff, volunteers and public visitors and assist in maintaining the high standards of the Museum facilities.
- He/she will be responsible for review, oversight and maintenance of Museum facilities, grounds at main site and at our offsite location(s).
- He/she will be responsible for the repair and painting of facility walls, and offices.
- He/she will be required to assist museum staff and event staff with after-hours facility use (may involve work hours to midnight) at main site and offsite locations.
- Setting up furniture for events and meetings at museum and in offsite locations (festivals, events, Wells House).
- Driving 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 stocking inventory of 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.
- Support and coordinate activities and plan for the Museum Safety Committee and play a role in the Museum Disaster Response Team.
- Assisting with all duties required to maintain the successful operation of the Museum, on and off site.

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

- 2 years college educational background and/or certifications in maintenance, repair, construction or other trade skills; experience may be substituted for educational requirement.
- Minimum of 2 years building 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.
- 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

The individual will be required to establish regular daily hours but maintain flexibility based on needs of the facility. Hours of work: Regularly 25 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 1,508 hours annually.

**Pay and Benefits: \$16.00 - \$19.00 per hour.**

No overtime is permitted. Annual cost of living increases may occur. Benefits include paid time off accrual and the option to contribute to a Simple IRA, with up to 3% employer match, depending on number of regular hours worked. Paid holidays.

A monthly stipend to cover medical costs is provided.

***The duties listed above are intended as illustrations 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 to the position.***

***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*