



Title/Position: Maintenance Manager (Full Time Mon-Fri)

Reports to : Director of Operations

General Responsibilities: The Maintenance Manager will oversee and perform maintenance of the entire museum facility to ensure a clean, safe, and functional environment for all museum visitors and staff.

Duties will include but are not limited to:

1. Manages daily functionality of all museum exhibits and facility spaces
2. Oversees maintenance or repairs of electrical, plumbing, HVAC, and other systems
3. Makes repairs to exhibits in the case of mechanical or cosmetic failures
4. Performs general facility repairs such as painting, patching walls, hanging shelves, and landscaping
5. Maintains a log documenting exhibit, facility, or equipment repairs or replacements
6. Performs monthly safety system tests and maintains a log of tests performed
7. Assists in creating and constructing new exhibit or museum items
8. Inspects work done by landscape and custodial subcontractors for completeness
9. Assists in daily custodial needs as necessary (sweeping, vacuuming, restroom maintenance)
10. Assists in setup and teardown for special events
11. Maintains an inventory of maintenance tools/equipment
12. As necessary, responds to on-call and emergency situations
13. Performs other duties as assigned

Required Experience and Skills:

1. Five years' experience in mechanical maintenance, facilities maintenance, carpentry, or related field; Two years increasingly responsible experience in facilities management or related field preferred
2. Knowledge of methods, materials, and equipment used in building construction and maintenance
3. Able to communicate clearly and professionally with vendors and subcontractors
4. High comfort level working with children in a fast paced, high-traffic, public environment
5. Views children as capable and competent and recognizes that children learn naturally through play
6. Ability to genuinely communicate with diverse guests of all backgrounds and abilities
7. Ability to respond to guest needs and urgent/emergency situations in a calm, comforting manner
8. Ability to independently manage and prioritize several tasks efficiently and with ease
9. Reliable, flexible, and able to work cooperatively with other staff members as a positive team player
10. A strong commitment to the mission, vision, and values of WCM

Physical requirements: Able to stand, bend, climb, and walk/crawl for a prolonged period of time; Ability to lift up to 50 pounds

Compensation: Annual salary commensurate with experience and ability. Benefits include health, dental and 401K.

To apply for this position: Please send a cover letter, resume, and two references to Matt Foster, Director of Operations, at mfoster@wonderscope.org. Wonderscope is an Equal Opportunity Employer.