
Facility Director

Position Description

Designed to inspire hands-on learning through play, the Miriam P. Brenner Children's Museum (MBCM) offers a fun, energetic, and safe environment for children of all ages. Located in downtown Greensboro, children, their families, and teachers can interact with more than 20 exhibits including the 30-foot-tall Neptune XXL Climbers and half-acre learning garden, which are each designed to stimulate children's imaginations and provide educational play experiences.

The Facility Director is responsible for and supervises the maintenance, care, and efficient operation of all the Museum's equipment, the physical plant, environmental services, as well as repairs and a 45,000+ sq. ft. facility, its exhibits and galleries as well as flexible program spaces, administrative and storage spaces, and adjoining lots and property.

Schedule, Hours, Position Status:

Typically, Monday-Friday, approximately 40 hours a week. Some weekend and evening availability is required. Full Time, Exempt.

Reports to: CEO

Pay & Benefits: \$50,000 - \$65,000 per annum depending on experience. After 90 days of work, eligible for 160 hours of paid leave plus 6 annual holidays, as well as company supported vision, medical, and dental plans.

Roles and Responsibilities

General Job Duties

- Proactively maintain the Museum plant and all associated spaces, including outdoors, as well as adjoining lots and buildings. This includes minor-to-intermediate repairs, lighting and plumbing activities.
- Work with exhibits team to maintain, repair, and update exhibit spaces.
- Work with staff to maintain, repair, and update general facility spaces.
- Develop annual budget for facility maintenance and ensure consistent tracking of expenditures to meet budget goals.
- Maintain list of approved contractors.
- Manage bids, onboarding, and work of subcontractors for projects and maintenance.
- Carry out routine inspections of the buildings and grounds.
- Build preventative maintenance schedule.
- Track deferred maintenance needs and costs.
- Assist with all inspections and or insurance assessments. (fire, sprinkler, security)
- Purchase or coordinate purchasing of supplies within the Museum guidelines.
- Create and maintain inventory of all maintenance tools and supplies.
- Oversee building safety and security.
- Serve as liaison to the Board's Building & Grounds committee.

Communication and Connectedness

- Assist in the training of floor staff/administrative staff on the proper use of facility elements and maintenance of exhibits.
- Responsible for staying up-to-date on the latest news, closings, special hours, events, programs, meeting and general happenings at the Museum.
- Support staff initiatives including special events, installations, etc.

Qualifications & Physical Requirements

- Willing to routinely engage with other staff and the general public in a positive, professional manner.
- Ability to work independently, make decisions, troubleshoot, prioritize, and provide guidance on exhibit and building maintenance.
- Demonstrated understanding and ability of project or facilities management best practices.
- Intermediate knowledge of plumbing, carpentry, electrical, mechanical, and HVAC systems
- Ability to climb ladders and handle them safely (setting up, breaking down, and moving them around).
- Ability to stand, stoop, reach and bend. Mobility of arms to reach, and dexterity of hands to grasp and manipulate large and small objects.
- Ability to walk and stand for long periods of time
- Ability to regularly lift more than 50lbs
- Ability to work outdoors in varying weather conditions
- Must feel comfortable working with and around children and families.
- Possession of a current, valid NC Driver's License

The Miriam P. Brenner Children's Museum provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, genetic information, sexual orientation, marital status or status as a Vietnam era or special disabled veteran, sex, including pregnancy, national origin, age (for those 40 years of age or over) or disability. Decisions on employment will be based so as to further the principles of Equal Employment Opportunity. This nondiscrimination policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, assignment, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

To Apply: This position is open until filled. Please email your letter of interest and resume to Jrieke@mbcmuseum.com