



## **FACILITIES SUPERINTENDENT**

### **POSITION SUMMARY**

The Facilities Superintendent is responsible for the non-janitorial maintenance of the museum. This is a half-time position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for set-ups & takedowns for various museum events (tables, chairs, podium, microphone, etc.);
- Assists the museum's Collections Department staff with the preparation of galleries for the installation & de-installation of exhibitions, as well as day-to-day exhibition maintenance (e.g., lighting, security cameras, etc.);
- Facilitates the use of the museum for special events by outside groups/organizations;
- Performs minor repairs, general non-janitorial maintenance and other duties as assigned by the museum's other Departments.

### **QUALIFICATIONS**

- High School Graduate, minimum.
- At least three years' experience in related field(s).

### **WORK WEEK & COMPENSATION**

- Thursday through Monday, 8:30 am – 12:30 pm
- Starting wage is \$13.50 - \$15.00/hour.

### **APPLICATION PROCESS**

Please mail a current resume/work history with a minimum of three references and their contact information to [truhstaller@hagginmuseum.org](mailto:truhstaller@hagginmuseum.org). No telephone calls, please.

The Haggin Museum is an equal opportunity employer.