



## **Facilities Coordinator**

**Location:** Wilmington, NC

### **The Children's Museum of Wilmington**

The Children's Museum of Wilmington has been serving the greater Wilmington area for over 25 years. Nestled in the downtown Historic District, the Museum boasts over 15,000 square feet of indoor and outdoor interactive exhibit space. The Museum offers programming, field trips, outreach, camps, birthday parties, and facility rentals. Our mission is to provide a welcoming and engaging environment that promotes hands-on art, science, and literacy-focused learning for children and families. Learn more at [playwilmington.org](http://playwilmington.org).

### **Hours:**

Full-time: 32-40 hours per week with potential to remain 40 hours per week

Flexibility to work hours Monday through Saturday 6:00 am - 8:00 pm

Occasional nights and weekends required as needed to support special events and emergency situations

### **Job Description**

The Museum is seeking a dedicated Facilities Coordinator to join our team. This position plays a vital role in maintaining the functionality, cleanliness, and safety of Museum facilities ensuring smooth museum operations. The Facilities Coordinator will oversee routine maintenance tasks, coordinate required inspections and repairs, monitor cleanliness standards, ensure compliance with safety regulations, and maintain accurate records and reports related to facility operations. Ideal candidates showcase strong problem-solving skills, technical expertise, excellent communication and organizational skills, attention to detail and a collaborative mindset. The Facilities Coordinator reports directly to the Assistant Director.

### **Duties and Responsibilities**

#### **Administrative**

- Works closely and collaboratively with the Assistant Director to ensure strategic plans, budgets, and goals are successfully met
- Supports the Assistant Director in drafting new policies and procedures to maintain cleanliness standards and ensure compliance with safety regulations
- Maintains accurate records and reports related to facility maintenance, inspections, repairs, and safety compliance
- Assists in reporting various data to committees, Board of Directors, and executive staff

## Facility & Operations

- Perform routine maintenance tasks to ensure the proper functioning of museum facilities, including HVAC, dry sprinkler, plumbing, electrical and structural systems
- Promptly troubleshoot and resolve facility and exhibit related issues
- Coordinate and oversee required inspections and repairs, including scheduling service providers and ensuring timely completion of work
- Collaborate with staff to address facility-related issues and support Museum operations as needed including occasional after hours
- Respond promptly to facility-related emergencies as needed, including being on call outside of regular working hours as point of contact
- Work with Guest Relations Coordinator and cleaning staff to monitor the cleanliness and safety of the museum, including common areas, exhibits, restrooms, and outdoor spaces
- Consult with staff and third party exhibit design companies in planning of future exhibits
- Assist with creation and execution of exhibit and program evaluations
- Lead maintenance of facility grounds, gardens, and greenspaces
- Serve as a museum ambassador
- Other duties as assigned

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

## Education & Experience

- High school diploma or equivalent required; Bachelor's degree in Facilities Management or related field preferred
- 5+ years experience in facilities management, building maintenance, or a related field

## Required Skills & Abilities

- Strong understanding of building systems and maintenance techniques
- Analytical mindset with ability to problem solve with a proactive approach
- Ability to work collaboratively, independently and prioritize tasks effectively
- Exceptional organization and communication skills; written and verbal required
- Proficiency in Google Workspace, Microsoft Office, and basic computer skills
- Flexibility and availability to accommodate facility related emergencies or special events
- Commitment to staying informed about industry best practices, safety regulations, and advancements in facilities management

## Benefit Summary:

PTO

10 paid holidays

Health insurance

Parking Pass

**Pay Range:** \$21 - \$27 an hour

Interested candidates should submit a resume and cover letter to Executive Director, Jessie Goodwin at [jessie@playwilmington.org](mailto:jessie@playwilmington.org) using the subject line: Facilities Coordinator

*The Children's Museum of Wilmington is committed to equal opportunity for all employees and prospective employees without discrimination based upon race, color, religion, national origin, sex, age, personal appearance, sexual orientation, political affiliation, family responsibilities, disability, marital status, or any other category protected by law. This policy applies to all aspects of employment at The Children's Museum of Wilmington, including, but not limited to, recruitment, promotion, compensation, benefits, training and development, access to facilities, discipline, separation of employment, and other terms and conditions of employment.*