

Antique Boat Museum Job Description

Title: Maintenance Assistant
Full-time, Seasonal/Based on 20 hrs. per week
Hourly Non-Exempt
Job Runs: April 23rd through September 23rd

Reports to: Maintenance and Operations Manager

Job Description

Reporting directly to the Maintenance and Operations Manager, this seasonal position's principal responsibility is to assist in the maintenance of the ABM buildings and grounds and to assist with ABM events and facility rentals.

Responsibilities

Provide custodial duties, including, but not limited to routine tasks of sweeping, vacuuming, cleaning glass surfaces, cleaning and supplying restrooms, emptying trash, mopping floors, cleaning of windows and walls in accessible areas and leaf removal, etc.

Collect waste from bins and ensure proper waste management procedures are carried out. Note: The Museum has a green approach to waste management.

Ensure a safe environment for staff and visitors and all those entering the Museum properties.

Prepare campus for events, move furniture and equipment as instructed by Events and Marketing Departments and/or Maintenance and Operations Manager.

Work closely with the Curator to maintain cleanliness of all exhibit areas and exhibit items.

Assist with major and/or minor repair work around the building and grounds as instructed by Maintenance and Operations Manager.

Perform set-up and tear downs, including: moving and arranging tables and chairs, setting up sound systems, projectors, and other items as needed.

Working closely with the Curator or the Boatwright to move boats, trailers and other museum items upon instruction.

Other duties as assigned.

Must be flexible to work weekends as scheduled and needed.

Monitor that property-wide mechanical systems are properly functioning, actively patrol and observe climate controlled areas and report any issues to Maintenance and Operations Manager.

Skills

Ability to work independently.

Reliability and willingness to assume responsibility for opening and securing Museum buildings, gates, and exhibits.

Manual dexterity and the ability to learn routine mechanical maintenance.

Good physical condition and ability to work outdoors for extended periods of time.

Good interpersonal skills to work with staff, volunteers, and public.

Excellent driving record. A plus with towing and handling trailers.

Must be able to work Friday, Saturday, Sunday and Monday and all holidays when the museum is open.

Team player

How to Apply

Application materials due April 5, 2017

E-mail resume, cover letter, and three references: member@abm.org

Or mail to: Antique Boat Museum
Maintenance Assistant Search
750 Mary St.
Clayton, NY 13624