

PRATT MUSEUM
HOMER, ALASKA



JOB ANNOUNCEMENT

JOB TITLE: Facilities Coordinator (32-40 hrs/wk; April-October)

REPORTS TO: Facilities Manager, Executive Director

APPLICATION DEADLINE: March 30, 2018

HOW TO APPLY: Please send or deliver a completed application with a resume and a letter of interest to the Pratt Museum at 3779 Bartlett Street, Homer, Alaska, 99603. Applications can be picked up at the front desk between 12:00-5:00 PM Tuesday-Saturday or found on our website at www.prattmuseum.org/join-the-team/. Please note that a background check will be required for successful applicant.

This position assists the Facilities Manager in being responsible for the efficient operation and maintenance of the Museum building, outbuilding, and grounds, and in assisting staff in design and construction for facility improvements, exhibits, and related projects.

MAJOR ACTIVITIES:

This position assists the Facilities Manager, or in the Manager's absence, oversee the following duties:

1. Maintaining structural, mechanical, electrical, and plumbing systems in museum facilities.
2. Maintaining fire and intrusion systems; developing emergency procedures and training staff.
3. Overseeing aquarium operations, including maintenance.
4. Monitoring and maintaining building and grounds for public safety needs.
5. Developing and implementing annual maintenance schedule for building and grounds needs, including complying with applicable fire and safety codes.
6. Organizing and maintaining tools and shop for variety of museum needs.
7. Developing and implementing a storage plan for equipment and supplies.
8. Working with staff to design and implement facility improvements.
9. Assisting curatorial staff with exhibit design and construction, as needed.
10. Organizing and maintaining pertinent technical information on buildings and grounds such as architectural plans, equipment, operation manuals, etc.
11. Overseeing implementation of Policy on Environmental Responsibility.
12. Supervising gardener, volunteers, as well as custodial and other contractors.
13. Other duties as assigned.

REQUIREMENTS:

Must be willing and able to work weekends (Saturday and Sunday), evenings, and holidays.

Education & Work Experience: Two-year degree in related field, two years maintaining a physical site, and at least one year of supervisory experience preferred.

Skills/Abilities: Extensive working knowledge of electrical, plumbing, and mechanical systems; good

carpentry skills; familiarity with and ability to work with a variety of materials including wood, glass, metal, and plastics; experience with visitor center functions desirable. Strong skills in problem-solving, setting priorities, multitasking, and communicating problems and solutions are essential. Must be able to work collaboratively with team members and staff.