Job Posting: FACILITIES ASSOCIATE

Job Status: Full Time – 40 hours per week; Tuesdays through Saturdays with some flexibility needed

Date: April 1, 2022

The Grand Rapids Art Museum has a terrific opportunity for a highly motivated individual looking for a full-time position as a Facilities Associate. GRAM is extremely proud of our exceptional building and we are interested in hiring an individual who is self-sufficient and open to the daily challenges involved in keeping our beautiful museum functioning and engaging for our guests. Our Facilities Associates perform a wide variety of custodial and maintenance duties so independence, flexibility, and troubleshooting are key skills to have along with a desire to be part of a great team. In return we offer a full benefit package including health insurance, generous PTO, parking and 401(k) to name a few.

Essential responsibilities include but are not limited to the following:

- Perform routine and comprehensive custodial maintenance of facilities during daytime hours as well as report and respond to emergency custodial assistance needs.
- Complete a variety of maintenance work orders including installation and repair to fixtures and equipment as well as troubleshoot minor plumbing and electrical problems.
- Work with Special Events team on set up and take down of furniture and equipment during Museum events.
- Operate power equipment and coordinate outside resources if needed for work orders.
- Work as a team player, supporting GRAM values and museum etiquette.

GRAM is looking for individuals who are open to the unexpected when it comes to keeping our museum well-maintained along with a strong desire to continually learn about state-of-the-art building systems. Other experience and skills include the following:

- 1 – 2 years’ experience in custodial or building maintenance.
- Possess a valid Michigan driver’s license and an acceptable driving record.
- Ability to use hand and power tools to make minor repairs.
- Experience with or willingness to learn the proper use and disposal of a wide range of chemicals as well as bloodborne pathogens.
- High School Diploma or GED
- Must be able to perform physical activities such as, but not limited to, lifting up to 50 lbs., standing, walking and climbing. Able to work safely in an environment containing cleaning and caustic materials, dust and noise.

Please submit a resume to careers@artmuseumgr.org.

Grand Rapids Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.