

Sandy Spring Museum
Maintenance Coordinator
Reports to Executive Director

The Sandy Spring Museum is a private, independently operated museum located between Washington DC and Baltimore. The Museum is in an exciting period of growth – embarking on a new strategic vision, which opens up the interpretation of local history to the entire community. We are looking for a team member who enjoys working in a community-focused organization, who brings energy, enthusiasm, and an entrepreneurial approach to his/her work, and who is self-motivated.

Primary Responsibilities

This position is responsible for performing multiple repair and maintenance tasks throughout the week, which could include, but is not limited to, carpentry, simple electrical, plumbing, painting, flooring, grounds maintenance, snow shoveling, and general facility repairs. When the maintenance coordinator is unable to perform the work (for example if a licensed contractor is required), the maintenance coordinator is responsible for soliciting proposals and supervising work performed on site by contractors.

Specific DUTIES may include

Electrical repairs and maintenance: lightswitches, wiring, circuit breakers, fuses, exterior lighting

Carpentry & General Construction: woodwork, sanding, painting, dry wall repairs, etc

General Plumbing: Toilets, faucets, fix leaks, etc

Facility Repairs: doors, doorknobs, locks, broken tiles, etc

Outdoors: basic maintenance of grounds, snow shoveling, clearing walkways, etc

Working with contractors: Soliciting proposals and overseeing contractors on site

FACILITY

Maintain a safe and stable environment for public enjoyment.

On a regular basis, walk interior and exterior property to look for safety and maintenance issues.

Respond to emergencies in the facility, such as fire, accidents, theft, and so on as necessary.

Report dangerous situations to director.

CUSTOMER SERVICE

Serve as customer service representative during shift.

Answer questions and direct visitors as needed in professional manner.

OTHER

Work to enhance the overall mission of the museum by working collaboratively with staff and volunteers. Some work may require cooperation with volunteers, artists who rent studios on site, and working with staff.

While we recognize that maintenance will involve getting filthy, we expect all employees to dress in a manner that is appropriate for a public facility.

This is a part-time position of eight hours per week, although certain times of year may require additional hours. Pay is \$20/hour. A mutually agreeable, regular schedule will be set with supervisor. Most hours need to be worked between 8 am – 5pm on weekdays. Payroll is processed once a month and all employees are required to have direct deposit. Employees accrue one hour of paid sick leave for every thirty hours worked. There are no other paid benefits for this position. Maryland is an employment-at-will state.

To apply for this position, please send a cover letter and resume to aweiss@sandyspringmuseum.org