



KOCH FAMILY CHILDREN'S MUSEUM OF EVANSVILLE (cMoe)
FACILITIES & EXHIBITS MANAGER
Full-Time, Exempt
Position Posting Date: August 6, 2019

cMoe is dedicated to providing hands-on exhibits and experimental learning opportunities that spark imagination, foster curiosity, and promote self-confidence to over 80,000+ children and their grown-ups a year. www.cmoekids.org.

Put your gifts to use at the most playful museum in Evansville—cMoe! Be part of maintaining an extraordinary learning environment for children and their families.

The Facilities & Exhibits Manager is a full-time position (35-40 hours a week, with occasional weekend/evening work required). Salary range: \$32,000-\$35,500, based on experience. Paid vacation time offered and health benefit card. The Facilities and Exhibits Manager is responsible for the maintenance and overall care of the museum facilities, exhibits, grounds, and for the operation of all museum building systems.

Specific responsibilities include:

- Execute action plans to maintain world-class standards for safety, cleanliness, quality and functionality in a way that keeps building maintenance, staffing and processes seemingly transparent to visitors.
- Implement quality care and preventive maintenance schedules for exhibit and building systems and lead staff or contractors in performing effective and efficient services.
- Ensure work areas are safe, clean, inventoried, and maintained in a professional manner.
- Conduct regular inspections of the exhibits, facility and grounds; create, document, and implement plans to address areas needing improvement.
- Review all operations, maintenance, and new construction to ensure compliance with all applicable laws, regulations, codes, and guidelines.
- Collaborate closely with Creative Team in the design, production, installation of new exhibits (permanent and temporary) and major repairs of the existing exhibits.
- Secure traveling exhibits in consultation with the Deputy Director.
- Serve as cMoe's liaison to home institutions for traveling exhibits including contract requirements and oversight of essential paperwork (i.e. insurance, condition reports, maintenance logs, etc.)
- Coordinate logistics of event and technical services for the users of the facility to include seating plans, security, maintenance crews, etc., including set-up, tear-down and resetting museum spaces.
- Assist with oversight for organization's technology (database, phones, point of sale, etc.) and maintain the building's security system (serving as liaison to security monitoring company, requesting security code changes, new employee codes, emergency call lists, etc.)
- Manage and execute the Disaster Plan including training staff and community partners; Participate as a member of the Museum's Safety & Emergency Team (SET) in preparing, managing, evaluating emergency situations.
- Identify, train and manage AARP staff; ensure the staff is aware of and capable of meeting all applicable laws, regulations, codes, and guidelines.
- Review all uses of outsourced services and perform a cost/benefit analysis to determine the advisability of doing the work in-house. Conversely, identify potential staff work that could be outsourced and perform a cost/benefit analysis to determine feasibility.
- Administer contracts and manage the use of outside contractors.
- Develop, manage and adhere to the Facilities & Exhibit Department budget.
- Participate in the leadership of the Museum at the manager level and serve as a member of the Board of Director's Operations Committee.
- Be available for emergency on-call response.
- Assist in special events as assigned by Deputy Director.

- Perform all other duties as assigned by Deputy Director.

Ideal Candidate Qualifications

- Bachelor's Degree in or equivalent experience.
- Demonstrated experience managing building operations and information technology
- Experience developing emergency procedures and evaluation plans
- Experience with negotiation, problem analysis and problem resolution
- Knowledge of maintaining and developing exhibits
- Strong time-management skills and organizational skills.
- Ability to adapt to changes in the work environment, manage multiple work demands and adjust to delays and unexpected events
- Proficiency using computers, specifically with Microsoft Office.
- Ability to multi-task, work independently with minimal direction
- Collaborative work style, strong team player and an ability to engage and lead local and regional partners
- Pro-active approach to making decisions, identifying problems, and creating solutions
- Active interest and commitment to social justice initiatives, racial equity and inclusion

Application Instructions for the Position of Facilities & Exhibits Manager:

Please review the position description and send the following items to nhaddix@cmoekids.org no later than **August 20, 2019**:

- Cover letter including 1-3 bullet-list summary that explains how your previous experience supports the duties and responsibilities listed in the position description.
- Resume'
- List of 3 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)
- Please be sure to write "Facilities & Exhibits Manager" in the subject line of your email.

Review of applications will begin upon receipt and will continue until position is filled. Only those candidates selected for an interview will be contacted. Finalist for this position will be subject to a pre-employment background check as a condition of employment. We anticipate a target starting date of September 3, 2019.

Thank you for your interest in the Koch Family Children's Museum of Evansville. We look forward to receiving your application.

The Koch Family Children's Museum is an Equal Opportunity Employer.