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**Job Title:** Museum Maintenance Worker

**Location:** Boone County Museum of History & The Funderburg House

**Reports To:** Executive Director

**Employment Type:** Part-Time

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### **Job Summary:**

The Boone County Museum of History is seeking a reliable, hands-on Museum Maintenance Worker to support the upkeep, functionality, and presentation of both the Museum and The Funderburg House. This individual will be responsible for general maintenance, assisting with exhibit installations, event setup and takedown, and ensuring the cleanliness and readiness of both facilities. This role is essential in helping us preserve a welcoming and professional environment for our visitors, staff, and renters.

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### **Key Responsibilities:**

- Assist with the construction and installation of exhibit structures.
- Perform routine checks and light maintenance on building systems, including:
  - HVAC filters, water softeners, hot water heaters, lights, etc.
- Monitor and restock soap, paper towels, and other hygiene supplies in restrooms as needed at both locations.
- Set up and take down tables, chairs, and other furniture for rentals and events.
- Sweep and mop the Grand Gallery floor after museum events and rentals.
- Carry out minor indoor and outdoor repairs, touch-ups, and general upkeep as directed (e.g. painting walls).
- Change museum marquee to highlight various events

- Respond to other maintenance or facilities-related tasks as assigned by the Executive Director.
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### **Qualifications:**

- High school diploma or equivalent preferred.
  - Basic knowledge of building maintenance and common mechanical systems.
  - Ability to use hand and power tools safely and effectively.
  - Physical ability to lift up to 50 lbs, stand, walk, bend, and climb stairs as needed.
  - Dependability, attention to detail, and strong communication skills.
  - Ability to work independently and take initiative on assigned tasks.
  - Willingness to work occasional evenings or weekends for events.
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### **Preferred Qualifications:**

- Prior experience in facilities maintenance or custodial work and carpentry.
  - Familiarity with museum environments or historical buildings is a plus.
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### **Work Environment:**

This position requires work at both the Boone County Museum of History and The Funderburg House. Work is primarily conducted indoors, with occasional outdoor tasks. The role includes physical labor and may involve working during public events.

