



KID Museum Facilities Manager

About KID Museum

KID Museum is the nation's largest educational makerspace for youth. Our mission is to revolutionize how kids learn through the maker experience. Through hands-on programming and deep learning experiences, we empower youth with the creative problem-solving and STEM skills to invent the future. With a focus on engaging populations traditionally underrepresented in STEM, our programs aim to build economic opportunity and diversify the future talent pipeline.

Our vision is to become the standard of excellence for inclusive, impactful maker learning nationally, and a model for how to expand access to maker learning at scale. Our headquarters in the Washington, DC region serves as our innovation hub. In partnership with local school systems, government and philanthropic leaders, we design and deliver K-12 programs that produce results at scale in a large and diverse metropolitan region. We leverage the learnings from this learning lab to create resources, training, and technical support to expand high-impact maker learning nationally. For more information, please visit www.kid-museum.org.

Position Overview

KID Museum is seeking a **Facilities Manager** who will be responsible for the security, maintenance and servicing of all museum facilities to ensure that they meet the needs of the organization, our staff, and visitors. Reporting to the Chief Operating Officer, the Facilities Manager will provide oversight, direction and coordination for all facility operations and maintenance activities at all KID Museum sites. This position also serves as an extension of the visitor services team to provide onsite support during weekday and weekend programming.

The successful candidate will have a high school diploma or equivalent, plus a minimum of 4 to 6 years' experience in office services, facilities management or building maintenance. Bachelor's degree is a plus. They will have proven experience in managing a wide range of facilities and operations needs including customer service, facilities management, and emergency preparedness. Previous office and facilities leadership experience is important.

Essential Job Functions

- Oversee, coordinate or perform facilities maintenance, repair, safety, security and management tasks that promote a clean and safe environment for our staff and visitors.
- Maintain day-to-day operations of facilities of both the Bethesda Metro Center and Davis Library locations, including submitting and coordinating work requests and maintenance orders with County & Building management and external vendors, inspecting facilities to ensure we meet safety regulations, and coordinating renovations and updates.
- Provide visitor services and operations support for programming taking place in any KID Museum locations; works at least one Sunday a month during public open hours.
- Management of sourcing and procurement process for all service contracts including security, janitorial, carpentry, plumbing, as well as building improvement services. Identify opportunities to reduce overall expenses through contract negotiations and lead efforts to find cost effective solutions to facilities and operations needs.
- Manage facilities logistics and coordination for all internal and external events.
- Manage all furniture purchasing, upkeep and usage.
- Ensure that the Museum's rules and safety protocols are followed to reduce the risk of injuries and incidents at the Museum. Serve as a member of KID Museum's Emergency Preparedness Team.
- Ensure proper security measures are in place for the workplace, including collaborating with security system vendors or building management.
- Streamline and refine protocols and procedures around facilities requests and maintenance; manage staff facility needs and requests.
- Assist in updating and implementing standard operating procedures, policies, and/or protocols as needed for facility issues.
- Support program team in preparation and configuration of the main space, studios and other areas as needed for programming and special events as situations require.
- Assist the exhibits team with installations and de-installations.
- Successfully complete other duties as assigned.

Minimum Qualifications

- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors and staff.
- Keen attention to detail and efficient problem-solving skills.
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time.
- Demonstrated ability to organize workload, manage several projects of equal priority at once, and sustain productivity and accuracy under pressure.
- Demonstrated experience and passion for customer service and operational efficiency in the nonprofit or social service fields.
- Strong administrative skills; good research, planning, and organizational skills; strong work ethic and follow-through; excellent attention to detail.
- Good judgment, initiative, and resourcefulness.

- Ability to work independently with little, to no supervision.
- Proficiency in both MS Office and Google Suites.
- Knowledge of PatronManager or similar CRM systems preferred but not required.
- Availability to work a flexible schedule, including weekends, holidays and special events.
- Interest in and enthusiasm for museums and/or science education.
- Proficiency in Spanish preferred.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to careers@kid-museum.org for consideration.

Diversity, equity, accessibility and inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.