

THE JOSLYN

BUILDING & GROUNDS

Job Title

Building & Grounds Lead

Employment Status

Full-Time | Non-exempt

**Daytime: Friday-Thurs*

Location

On-Site | in person

Department

Building & Grounds

Reporting Responsibility

Building & Grounds Manager

Position Summary

In 2024, Joslyn Art Museum reopened to the public after being closed for expansion and renovation. With added spaces and an expected increase in visitors, the maintenance team is responsible for creating clean and well-maintained spaces to ensure a safe and enjoyable experience for visitors and staff. This position performs routine duties to ensure the cleanliness and maintenance of the Museum and its grounds. Space readiness for internal and external events will also be part of this role. The Lead will also coordinate with other staff and external vendors to support the Museum's operational needs and enhance the visitor experience and will oversee the work of maintenance team members.

Major Duties

Lead Duties:

- Supervise and coordinate the daily tasks of the cleaning and maintenance staff
- Develop and maintain cleaning schedules and ensure tasks are completed efficiently
- Train and support team members in performing their duties effectively
- Respond promptly to any maintenance or cleaning issues and coordinate appropriate solutions

Cleaning Duties:

- Sweep/mop all floors, aisles, corridors, windows, and stairwells
- Vacuum all rugs and/or carpets
- Clean and empty trash receptacles
- Clean all restrooms and replenish with necessary supplies
- Clean and dust all areas, including Abbott Hall, Witherspoon Concert Hall, etc.
- Change lightbulbs in non-art areas when necessary

Grounds Upkeep:

- Perform routine duties for the upkeep of the outside grounds of the Museum
- Assist with snow/ice removal to ensure the safety of staff and patrons

Event Support and Maintenance:

- Assist with setup/takedown for special events as needed
- Relocate items for other departments as directed
- Assist in special projects for other departments as directed
- Perform painting projects as directed

General Responsibilities:

- Adhere to policies and procedures as outlined in the Employee Handbook
- Ensure all visitors to the Museum have a positive experience when interfacing with the public
- Remain knowledgeable about Museum activities, services, and layout and be willing to assist any visitor
- Perform other duties related to your department as assigned

Minimum Qualifications

- Ability to follow verbal and written instructions
- Ability to work safely with and withstand exposure to potentially irritating chemicals
- Strong attention to detail and ability to maintain high standards of cleanliness
- Basic knowledge of maintenance and cleaning procedures
- Good communication skills and ability to interact positively with visitors and staff
- Flexibility to work various shifts, including evenings and weekends, as needed

Physical Qualifications

Mobility:

- Ability to stand, walk, and perform physical tasks for extended periods
- Capacity to bend, stoop, reach, and climb as necessary to complete tasks
- Ability to perform tasks in various weather conditions, including assisting with snow and ice removal

Stationary Tasks:

- Physical stamina to perform repetitive tasks and handle various cleaning duties

Body Movements:

- Adequate hand dexterity to operate cleaning equipment and tools
- Visual acuity to ensure cleanliness and identify maintenance needs

Lifting:

- Ability to lift and carry up to 50 pounds over a distance of 50 yards

Preferred Qualifications

- Basic computer skills and knowledge of office technology / equipment
- Excellent listening and oral communication skills
- Training or task management of others
- Experience working in museum environment or around high value items

Compensation

Salary: \$19.00, Hourly

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

PLEASE SUBMIT YOUR RESUME VIA EMAIL TO careers@joslyn.org, AND INCLUDE THE JOB ROLE IN THE SUBJECT LINE. Joslyn Art Museum is committed to fostering a welcoming and unbiased hiring process that offers opportunities for all candidates. Qualified candidates of all backgrounds are encouraged to apply for this position. The Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.

Joslyn Art Museum was a gift to the people of Omaha from Sarah Joslyn in memory of her husband, George. From its first day, November 29, 1931, to today, the Museum has welcomed millions of visitors from around the world. The Joslyn's collection of over 12,000 objects represents 5,000 years of human creativity and the world's diverse cultures. The campus comprises three stunning buildings—distinct yet connected—surrounded by sculpture gardens. Learning and engagement opportunities abound, and general admission is free to all, always.