

THE JOSLYN

FACILITIES

Job Title

Building Operations Coordinator

Employment Status

Full-Time | Exempt

***Work Schedule: Tuesday- Saturday 10am-6pm**

Location

On-Site | In-Person

Department

Facilities

Reporting Responsibility

Facility Manager

Position Summary

The Building Operations Coordinator supports the daily operation and readiness of the Museum through strong administrative organization, coordination, and operational planning. Under the direction of the Facility Manager, this role coordinates staffing, events, schedules, vendors, contractors, cleaning, maintenance requests, and facility services while working across departments to ensure operational needs are organized and addressed effectively.

PLEASE NOTE: This is a highly administrative and coordination-focused role, centered on organization, planning, scheduling, and operational coordination rather than hands-on maintenance.

Major Duties

The following responsibilities are listed in no particular order, as each one plays a vital role in the success of the Museum. All tasks are essential to our daily operations.

Coordination & Operations

- Coordinate daily building operations and facility readiness across Museum departments
- Plan and coordinate facility support for exhibitions, programs, meetings, events, and other Museum activities
- Coordinate event logistics, including staffing, setup, breakdown, cleaning, equipment, supplies, and space readiness
- Serve as a key point of coordination between Facilities and other Museum departments, ensuring needs are clearly communicated and addressed
- Coordinate staffing assignments and coverage for daily operations, events, programs, and changing priorities
- Participate in event and operational planning meetings and provide facility-related coordination and recommendations
- Direct and coordinate Porter, Event Tech, and Night Lead staff through assignments, scheduling, communication, training, and feedback
- Support recruitment, onboarding, training, and development of Facilities team members
- Monitor staffing and team performance and communicate concerns or recommendations to the Facility Manager
- Identify opportunities to improve organization, communication, efficiency, safety, and service across operations

Maintenance & Facility Operations

- Inspect facilities and identify maintenance, repair, preventive maintenance, cleaning, scheduling, and improvement needs
- Coordinate routine building upkeep, minor repairs, cleaning, pest control, equipment, and general maintenance
- Collaborate with the Facility Manager, Maintenance Lead, and Facilities team to address operational and maintenance needs
- Obtain quotes and assist with scheduling and coordination of facility services, repairs, and projects
- Maintain facility supplies, materials, and equipment so they are organized, accessible, and ready for use
- Operate facility and cleaning equipment safely and support staff training on proper use
- Monitor the cleanliness, condition, safety, and overall readiness of Museum spaces

General Responsibilities

- Adhere to policies and procedures outlined in the Employee Handbook
- Perform additional department-related duties as assigned

Physical Qualifications

Mobility & Physical Demands:

- Walk, stand, bend, stoop, kneel, climb, and move throughout Museum buildings and grounds for extended periods
- Safely navigate stairs, ladders, and operational areas and lift, carry, push, or pull materials and equipment weighing up to 50 pounds
- Perform repetitive movements involving reaching, grasping, twisting, and fine motor coordination

Maintenance & Equipment Operation:

- Safely operate hand and power tools, ladders, carts, lifts, and other maintenance equipment
- Perform light building maintenance tasks, including painting, minor repairs, lighting replacement, and equipment setup

Environmental Conditions:

- Work indoors, with occasional outdoor responsibilities and exposure to varying weather and temperature conditions
- Tolerate exposure to dust, dirt, cleaning chemicals, noise, and other environmental conditions associated with facility operations
- Read, interpret, and apply work orders, equipment manuals, building plans, and safety procedures

Minimum Qualifications

- Minimum of five (5) years of experience in building operations, property management, or a related field
- Minimum of three (3) years of coordination or supervisory leadership experience
- Successful completion of a background check and motor vehicle record (MVR) check
- Strong organizational, planning, communication, and problem-solving skills, with the ability to manage multiple priorities and changing needs
- Ability to prioritize tasks and responsibilities without direct supervision
- Willingness to work overtime as needed and respond to Museum emergencies within 20 minutes when required
- Strong organizational, interpersonal, and problem-solving abilities, with attention to detail
- Proficiency with standard office software and strong verbal and written communication skills
- Valid driver's license and access to a reliable vehicle
- Reliable internet and a cell phone with an active service plan to support remote monitoring and emergency communication

Preferred Qualifications

- High school diploma or associate degree, professional certification, or equivalent experience in facilities operations
- Experience in a museum, nonprofit, or other public-facing space
- Knowledge of building systems, OSHA regulations, and workplace safety practices

Compensation

Salary: \$50,000 – \$55,000

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 COVER LETTER AND 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. 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.