

THE JOSLYN

BUILDING & GROUNDS

Job Title

Building Operations Specialist, PT

Employment Status

Part-Time | Non-exempt

**Thursday & Friday: 10:00 AM–6:00 PM | Sunday: 7:00 AM–3:30 PM*

Location

On-Site | in person

Department

Building & Grounds

Reporting Responsibility

Building Operations Coordinator

Position Summary

The Building Operations Specialist supports the day-to-day operation, readiness, and presentation of the Museum's buildings and spaces. This role assists with preparing spaces for daily use, programs, meetings, and events; supporting basic facility needs; and maintaining clean, safe, and welcoming environments for visitors and staff. The position provides hands-on operational support, including event setup and takedown, moving and arranging furniture and equipment, light cleaning and upkeep, grounds support, and assisting with other building-related needs.

Major Duties

- Support the daily readiness, operation, and presentation of Museum buildings and spaces
- Prepare and restore spaces for programs, meetings, rentals, special events, and other activities, including arranging and moving furniture, equipment, and supplies
- Perform light cleaning and general upkeep of assigned spaces, including floors, carpets, common areas, restrooms, event spaces, and other non-art areas
- Monitor assigned areas and report maintenance, safety, cleanliness, or facility concerns to the Building Operations Coordinator and/or Facility Manager
- Assist with routine building and grounds upkeep, including seasonal needs such as snow and ice removal
- Support basic facility projects, repairs, painting, and other operational tasks as directed
- Maintain and replenish supplies needed for building operations, cleaning, and events
- Work with other Museum departments to respond to space and operational needs and help ensure requests are completed in a timely manner
- Move or relocate items throughout The Museum as needed and safely operate equipment and tools required for assigned work
- Maintain a professional, helpful, and welcoming presence when interacting with visitors, staff, vendors, and contractors
- 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

- High school diploma or equivalent
- Ability to follow verbal and written instructions and communicate effectively and positively with visitors and staff
- Strong attention to detail and ability to maintain high standards of cleanliness

- Ability to work safely with and withstand exposure to potentially irritating chemicals
- 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

- Previous experience in facilities, building operations, event support, hospitality, custodial services, or a related field
- Experience working in a museum, cultural institution, event venue, or similar public-facing environment
- Basic proficiency with Microsoft Office and other workplace technology

Compensation

Salary: \$18.00, 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. 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.