



**JOB TITLE: Maintenance Technician**

**REPORTS TO: Facilities Manager & Building Engineer**

**FLSA: Non-Exempt \$18.00 - \$22.00**

**DATE: August 2025**

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### **ORGANIZATION MISSION**

The National Civil Rights Museum, located at the historic Lorraine Motel, honors and preserves the legacy of Dr. Martin Luther King. We chronicle the American civil rights movement and tell the story of the ongoing struggle for human rights. We educate and serve as a catalyst to inspire action to create positive social change.

### **POSITION SUMMARY**

The Maintenance Technician is responsible for the physical presentation of the Museum to staff, patrons, supporters, visitors, and the National Civil Rights Museum board.

### **JOB RESPONSIBILITIES**

- Reports to the Facilities Manager & Building Engineer
- Maintains the facility to ensure that all areas are clean and safe
- Checks the physical status of exhibits, public areas and makes recommendation for repairs or maintenance
- Makes minor repairs as directed and supervised by the Facilities Manager
- Offers assistance in the repair of major equipment and mechanical operations under direct supervision
- Maintains the Museum buildings, replacing lighting, testing security systems, and ensuring that safety hazards are eliminated
- Sets up and dismantles meeting rooms and arrangements for museum special events, meeting and facility rentals
- Provides facilities support before, during and after museum events and rentals to assist with problem resolution and client satisfaction; ensure museum is prepared for next day guest admission and standard operating hours. \*\* Staff member must work varied non-traditional hours for event support.
- Creates building material supply list as required
- Assists in testing equipment in order to meet operational and government guidelines

- Operates equipment consistent with Equipment Manufacturers specifications and safe operation procedures in compliance with OSHA standards and Museum safe operation policies and procedures
- Follows hazardous waste storage procedures to ensure environmental/sustainability compliance and the safety of the staff and guests of the Museum, e.g. fluorescent and other specialty gas light bulbs
- Follows governmental and Museum safety guidelines to ensure that staff, patrons, and guests have a safe experience with the Museum.
- As a member of the museum safety team, the Maintenance Technician contributes to museum safety efforts and conducts facility and safety evacuation walkthroughs as needed
- Drive company vehicle when needed to include offsite deliveries and required event setups as needed
- Contributes to maintaining the museum campus exterior to include: parking lot and grounds cleanup, sign replacements, and minor landscape work and projects; responds to outdoor grounds challenges and assignments as needed
- Snow and ice removal for public safety, work schedule will shift due to nature of removing of snow for before opening time for the museum
- Works with and effectively communicate with museum vendors and contractors.
- Assists and collaborates with other departments as needed.

### **OTHER FUNCTIONS**

The Maintenance Technician performs additional functions (essential or otherwise), which may be assigned from time to time. The position may require work on weekends, nights, and holidays to accommodate facility programming and utilization.

### **TYPICAL PHYSICAL / SOCIAL REQUIREMENTS**

- Requires ability to operate general office equipment and lift and carry furniture, fixtures, exhibits, boxes, files, etc. weighing up to 60 lbs.
- Must exhibit strong people skills and be comfortable interacting with the general public
- While the majority of the work is performed inside, some outdoor work is required during various Museum-related functions
- Exposed to all environments within the structure of the operation, including heights, closed spaces, warehouse and storage facilities to transport and install collection items
- Occasionally subject to adverse weather conditions when installing exhibits, making repairs outdoors or coordinating security
- Operates in a standard shop environment, which includes exposure to vapors, fumes, dirt, and noise, mechanical and low voltage electrical hazards associated with maintenance
- Repetitive bending, stooping, kneeling, standing and walking is necessary

- Operates at heights, using ladders or hydraulic lift

### **MINIMUM QUALIFICATIONS**

- High school diploma or GED
- Knowledge of safety, hazardous waste management, building maintenance and cleanliness, and general maintenance is needed
- A minimum of two (2) consecutive years of related experience or any combination of experience or training which enables one to perform the essential job functions
- Must be able to work under the pressure of deadlines and specifications
- Must be able to follow directions
- Able to operate equipment and tools of trade in a safe and efficient manner
- Must possess a valid State Driver's license
- Must have reliable transportation
- Must be able to work flexible work schedule for after hour events, early mornings for outdoor event set up and snow removal as needed

Send your resume along with a cover letter to Mark Massongill  
[mmassongill@civilrightsmuseum.org](mailto:mmassongill@civilrightsmuseum.org)