

Facilities Coordinator, Full-Time \$16 per hour

The Facility Coordinator is responsible for assisting with maintaining the interior and exterior of buildings, grounds and equipment. The exhibits, hangars and artifacts representing our nation's rich aviation history are irreplaceable and require special care and attention. Adherence to all preventative maintenance practices and program policies is the top priority to ensure a safe and meaningful experience for all members, guests, employees and visitors.

Duties and Responsibilities:

- Responsible for assisting in the daily operations and services of all museum facilities.
- Maintain interior and exterior of buildings to include janitorial, landscaping, servicing, cleaning, painting and rust abatement practices.
- Drive and maintain museum vehicles as directed.
- Assist with scheduling and staffing as needed.

Qualifications:

- Must be friendly, outgoing, have good communication skills and the ability to positively interact with guests, museum staff, contractors, inspectors and military
- Work independently, stay on task and complete work with limited supervision
- High School diploma or GED.

Mission:

Our mission is to steward America's first aviation battlefield of World War II – sharing the artifacts, personal stories, the impact and response to the attack on December 7, 1941 and the Pacific region battles that followed – and to honor those who have defended our freedom so we might educate and inspire future generations.

Values:

We are a professional team that builds trusting and respectful relationships.

We demonstrate personal leadership and integrity in all that we do.

We are creative and collaborative problem solvers.

We hold each other accountable for our common outcomes.

We are committed to continuous improvement.

Address to Bill Miller Senior Manager, Education & Visitor Experience at
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