The Newark Museum of Art
Position Announcement

Maintenance

Background:
Founded in 1909, the Newark Museum (“the Museum”) is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education and community engagement with an overarching commitment to broadening and diversifying arts participation.

A cultural anchor institution in Newark for more than a century, the Museum advances its mission by operating in the public trust as a museum of service, and as a leader in connecting objects and ideas to the needs and wishes of its constituencies. The Museum’s renowned art collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that it serves. In the words of founder John Cotton Dana, “a good museum attracts, entertains, arouses curiosity, leads to questioning and thus promotes learning.” The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships and resources designed to enrich people’s lives.

The Museum’s collections are presented in 91 galleries housed on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Under the leadership of its new Director/CEO, Linda Harrison, the Newark Museum is poised for a chapter of transformation, exciting growth and development. The City of Newark is also undergoing a revival of its own.
Position Objective:
Performs a variety of cleaning tasks and other related maintenance tasks in accordance with the cleaning standards of the Museum.

Duties and Responsibilities:
- Responsible for daily cleaning including dusting, mopping, stripping/waxing, vacuuming (of rugs), high dusting (removal of fingermarks), and general cleaning tasks (drinking fountains and coolers) including glass doors, mirrors, bathrooms, removal of trash and replacing light bulbs. (and/or fixtures)
- Provides setups for special programs, meetings, special events, building rentals and other functions on Museum property
- Moves office furniture or other museum fixtures
- Maintains inventory of cleaning supplies and equipment and provides supplies to Museum and office areas with miscellaneous supplies as necessary
- Informs supervisor of maintenance problems observed in course of work
- May be required to drive Museum vehicles
- Use of a ladder or operation of a personal hydraulic lift to reach elevated locations
- May be required to perform security functions
- Performs other duties as assigned

Salary: $15.70 per hour

Qualifications:
Minimum 3 years institutional cleaning/maintenance experience. Must have the ability to follow directions and be able to work from work orders. May be required to work Saturdays, Sundays, and evenings as part of regular shift (and evenings). Must be able to lift items with a minimum weight of 50lbs. Must possess valid NJ driver’s license. High school diploma or equivalent required. (Prior maintenance experience preferred.)

If you are interested in a position at the Museum, please submit your resume and letter of interest to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Fax: 973.642.0459
Email: humanresources@newarkmuseumart.org

The Newark Museum of Art is Equal Opportunity Employer and does not discriminate against candidates based on race, age, gender, sexual orientation, physical disabilities or any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, lay-off and termination, and all other terms and conditions of employment