



575 3rd Street, NW  
Washington, D.C. 20001

202-789-0900

[CapitalJewishMuseum.org](http://CapitalJewishMuseum.org)

**Position:** Facilities Manager  
**Organization:** Lillian and Albert Small Capital Jewish Museum  
**Department:** Operations  
**Reports to:** Director of Operations  
**Status:** Full-time, non-exempt

The Capital Jewish Museum is seeking a Facilities Manager to join our team at a pivotal time—we recently opened the newest cultural institution in DC. This full-time position is an integral part of our operations and how our Museum is run day-to-day. Responsible for preparing the building for our own events and space rentals. Manages housekeeping and maintenance contractors. This role is charged with maintaining the multiple components of our physical plant, including our historic synagogue, to provide a safe, clean, and stable environment for the public, staff, visitors, and volunteers.

### **Duties and Responsibilities**

- Maintain and monitor all facility systems and equipment, responding to and resolving problems where and when appropriate.
- Schedule deliveries, installations, loading dock, etc.
- Set up and break down for events (tables, chairs, etc.)
- Plan and carry-out seasonal maintenance program to ensure proper care and functioning of museum related equipment; performing general repairs as needed.
- Develop goals on planning and prioritizing large-scale maintenance and repair efforts.
- Cleaning restrooms, emptying trash and general maintenance when housekeeping contractor is not onsite.
- Serves as a member of the Emergency Response Team.
- Ability to address day-to-day and long-term responsibilities independently, convey professional, positive manner to co-workers.
- General knowledge of security practices and procedures.

### **Qualifications**

- Three+ years' experience in physical plant management, preferably in a complex multi-use building like a museum or hospital.
- Knowledge of OSHA, LEED and other necessary regulations preferred.
- Working knowledge of A/V systems a plus.
- Experience addressing and resolving issues that are potentially hazardous, or that may cause loss to the Museum.
- Communicates effectively both verbally and in writing.
- Welcome and embrace differences among employees, visitors, leadership, and staff.
- Perform effectively as a member of a team in carrying out the Museum's mission and core values.
- Energy, appreciation for teamwork, and ability to pivot and feel comfortable in a fast-paced environment.

- Ability to stand for long periods of time.
- Ability to lift up to 50 pounds.
- Ability to work nights and weekends as necessary. Flex schedule as needed for the Museum's activities. Overtime eligible.

### **Salary and Benefits**

The salary for this position is \$50,000 - \$60,000. The Capital Jewish Museum offers a generous vacation schedule, and a benefits package that includes health insurance (employer pays 75% of employee), Metro Stipend, Life Insurance, and a 403b with 3% employer match after a vesting period.

### **About the Capital Jewish Museum**

The Capital Jewish Museum is a new Jewish history and culture museum under construction (and nearly complete) located at 3rd and F St. NW, Washington, DC, just a block from the National Building Museum, and short walk from Union Station. The Museum will open our doors to the public in late spring 2023. The new Capital Jewish Museum explores the Jewish experience in the national capital region, CJM inspires visitors to connect, reflect and act: connect personally and collectively, reflect on the relevance of the past to today, and act on behalf of their values and communities.

### **To Apply**

Interested applicants are asked to please forward a resume and cover letter in a single PDF to [info@capitaljewishmuseum.org](mailto:info@capitaljewishmuseum.org).

Offer of employment contingent upon a pre-employment background check and proof of vaccination against COVID-19.

We value a diverse workforce and an inclusive culture. CJM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

