**3201 South 17th Street Wilmington, NC 28412**

**Job Title:** Maintenance Assistant

**Department:** Facilities and Grounds

**Reports To:** Facilities Manager

**Employment Status:** Part-time; 20 hours per week

**Compensation:** $15 to $18 per hour

# Position Summary

We are seeking a reliable and detail-oriented individual to join our team as a Part-Time Maintenance Assistant. This position supports both the general maintenance of the museum and the grounds, and occasionally will assist with the professional care, handling, and installation of artworks. The ideal candidate has a hands-on skill set, respects delicate materials, and is comfortable working in a fast-paced, creative environment.

# Institutional Responsibility

* Actively contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
* Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
* Support CAM’s mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
* Contribute to and support CAM’s strategic plan, annual priorities, and institutional initiatives.

# Duties/Responsibilities

* Perform routine maintenance tasks, including light repairs, painting, and custodial.
* Assist with cleaning, organizing, and upkeep of storage and workspace areas.
* Monitor and report maintenance needs or safety concerns.
* Support staff in setting up exhibitions, events, and general space reconfiguration.
* Help with deliveries, moving moderately heavy items, and keeping tools/supplies organized.
* Regular maintenance of grounds, landscaping, and cleanliness.
* Assist in packing, unpacking, and transporting artworks with care on an as needed basis.
* Help install/deinstall artworks in galleries, storage, or off-site locations under supervision.
* Follow strict handling protocols to ensure the safety and conservation of artworks.

**Job Specific Requirements**

* Experience with basic maintenance or handyman tasks preferred.
* Interest or background in art, museums, or galleries is a plus.
* Comfortable using tools (drills, ladders, moving equipment, etc).
* Ability to lift and carry up to 50 lbs and perform physical work safely.
* Gardening/landscaping experience preferred
* Punctual, responsible, and works well independently or as part of a team.
* Strong attention to detail and manual dexterity.
* Responsive to frequently shifting priorities and adaptive to change.

**Work Schedule:**

* 20 hours per week; day and evening flexibility.
* Shifts may vary but will likely be based on a Thursday through Monday schedule.

# About Cameron Art Museum

Cameron Art Museum (CAM) provides a cultural gathering place that enriches the lives of museum visitors and the community through high-quality exhibitions, lifelong learning in the arts, dynamic public programs, and stewardship and interpretation of the collection. CAM serves over 60,000 visitors each year, drawing visitors from an 8-county service area in southeastern NC, as well as tourists from across the country. CAM’s four core values: commitment to community, to lifelong learning in the arts, to support of artists, and to collecting, preserving, documenting, and interpreting a permanent collection of art. The museum has been a collecting institution since inception, with approximately 3,000 objects in the permanent collection, with a primary and growing focus on modern art. The collection includes work by artists of national and international significance, used in changing thematic exhibitions, loan exhibitions, and for educational purposes. Cameron Art Museum is a non-profit fully reliant on the generosity of its donors. To learn more about Cameron Art Museum, please visit **CameronArtMuseum.org**.