

Flint Institute of Arts

Facilities Assistant

Job Description

Title Facilities Assistant

Department Facilities

Reports to Head of Facilities

Job Summary

Custodial/Light Carpentry

Weekends Only

Summary of Essential Job Responsibilities

- Clean art studios
- Clean public spaces (lobby, restrooms, offices, galleries, etc.)
- Work extended hours as required
- Maintain galleries (painting, drywall work, cleaning, etc.)

Minimum requirements

- High school diploma
- Valid Michigan driver's license
- Able to stand for extended periods of time
- Ability to lift 50+ lbs.
- Good verbal and written communication skills

To Apply

Send your resume and list of 3 references to:

Facilities Assistant Search
Flint Institute of Arts
1120 E. Kearsley St.
Flint, MI 48503

Or deliver in person to the Flint Institute of Arts' Visitor Services desk located at the FIA's North entrance.

****NO PHONE CALLS PLEASE****

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.