

Custodian - Job Posting

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a part-time Custodian. Custodians at MMoCA are pivotal in creating a welcoming, inclusive, and enjoyable environment for Museum guests by maintaining excellent cleanliness standards, safety, and aesthetics of a contemporary art museum. This position provides specialized care and cleaning of the facilities, oversees custodial supplies for MMoCA's Facilities department, and ensures cleanliness, orderliness, and safety in assigned areas. Schedule consists of 4 hours per day, Monday through Friday with occasional weekend, evening, and event coverage. The position works with a partner.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Essential Duties and Responsibilities

- Maintain the safety and security of the guests, artwork, and building
- Adhere to firm and established daily security protocols
- Utilize appropriate cleaning supplies including manual and mechanical equipment to maintain floors
- Empty and clean trash receptacles and collect recycling
- Clean, sanitize, and supply restrooms
- Clean and sanitize glass, surfaces, and high-touch areas (handrails, entire elevator, etc.) with appropriate chemicals within a carefully regulated museum environment
- Organize, document, and monitor supplies and inventory
- Rotate through scheduled deep cleaning of public and private areas of museum
- Perform high dusting and deep cleaning of public spaces using equipment, including pressure-washing interior and exterior surfaces as needed
- Perform light lawn and grounds maintenance as directed, including picking up litter, watering plants, and removing snow from main entrances and public spaces
- Notify proper departments of security, safety, or sanitary concerns
- Report concerns with the building and facilities to the Director of Visitor Engagement
- Work with Director of Installations & Facilities and Director of Visitor Engagement to ensure a smooth flow of Museum operations during public gallery hours, events/programs, and other activities within the building
- Perform additional tasks as directed
- Contribute to MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion

Qualifications (Education, Experience, Skills, Certifications, Licenses)

- Previous cleaning, custodial, hospitality or related experience
- Museum or comparable large facility experience preferred
- Ability to stand, walk, and move for extended periods of time
- Able to communicate clearly in a knowledgeable and friendly fashion
- Ability to maintain friendly, efficient, positive guest service demeanor towards guests, clients, and co-workers
- Ability to work alone and as part of a team
- Willingness to learn and adapt
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion
- Applicants conversant in one or more foreign language are strongly encouraged to apply
- Interest in and appreciation for contemporary art

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee (with or without accommodations) to successfully perform the essential functions of this job.

- Primarily perform work in a museum galleries and lobby environment
- Frequently move around the workspace and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Some nights and/or weekends may be required
- Minimum weekly availability is 10 hours; maximum 20 hours per week
- Ability to stand for extensive periods of time (a typical shift is 4 hours)
- Work with frequent interruptions
- Lift and/or move up to 40 pounds

COMPENSATION & BENEFITS

This is a non-exempt, hourly position with a starting hourly rate of \$19/hour (consideration may be given for relative, direct experience beyond the minimum requirements). Additional perks and benefits include:

- Madison Metro commuter card
- Paid holidays
- Quiet and stable work environment
- Free admission to other museums

How to Apply

Candidates are asked to submit a resume and cover letter to hr@mmoca.org by September, 20, 2024. Application review will begin upon receipt.