



Posted: March 17, 2023

Position: Facility Assistant

About the Dixon:

The Dixon Gallery and Gardens in Memphis was founded by Margaret and Hugo Dixon, significant cultural philanthropists and community leaders. Since opening as a museum and public garden in 1976 the Dixon has distinguished itself through its vitality, productivity, openness, and access. The Dixon stands for excellence in everything it undertakes and continually strives for diversity and inclusion. Known for its robust exhibition calendar, dynamic education and outreach programs, an important art collection, and beautiful learning gardens, admission to the Dixon is always free of charge.

Facility Assistant:

The Facility Assistant at the Dixon Gallery and Gardens is responsible for helping the Facility Supervisor with all maintenance projects at the Dixon. The Facility Assistant reports to the Facility Supervisor.

Hours:

- Full-time hourly position
- Weekend, holiday, and evening work required.

Duties include:

- Daily cleaning of Dixon facility to include restroom cleaning, mopping, vacuuming, dusting, sweeping, trash removal and any other general cleaning.
- Perform set-up and take-down needs for all events and meetings held at the Dixon, which require tables, chairs, and other items moved between buildings and on the grounds.
- Assist with general in-house maintenance of equipment and facilities.
- Assist with repairs to equipment and facilities.
- Assist with shipping and receiving.
- Work with curatorial staff during exhibition installations.
- Other duties as assigned.

Qualifications

- High School diploma and/or two (2) years of experience working in janitorial or event setup.
- Must be able to lift 40 lbs.

Qualified candidates should submit a resume by email to Juliana Bjorklund, Director of Operations at juliana@dixon.org by July 31, 2023.

The Dixon strives for a workplace that is diverse and inclusive. We provide equal opportunities to all applicants for employment without regard to race, creed, color, ethnicity, religion, sex, sexual orientation, age, military service, marital status, and/or disability.