Facilities Manager
Part Time, Seasonal, Temporary, 14-21 hours per week
$18/hour

The American Independence Museum seeks a dynamic and energetic Facilities Manager to work at its Ladd-Gilman House and Folsom Tavern in Exeter, New Hampshire. Reporting to the Executive Director, the Facilities Manager will oversee the stewardship of its historic buildings and grounds. Working with a small part-time staff and dedicated team of volunteers, the successful applicant will help guide the museum through its building and grounds projects and assist with preventative maintenance and large-scale preservation work on the historic buildings. Responsibilities include, but are not limited to:

- Act as building manager to oversee all preservation, conservation and maintenance work of Ladd-Gilman House, attached caretaker’s cottage, Folsom Tavern, and museum grounds.
- Serve as project manager and point of contact for any contractors working at historic buildings and on grounds.
- General building and grounds maintenance work, including but not limited to grounds cleanup, snow removal, pest and building inspections, pest control and removal, cleaning and custodial work.
- Support the Executive Director, Development Manager, and Grant Writer in all aspects of fundraising for building and grounds maintenance, preservation and conservation, including research for grant writing.
- Work with Content Manager to participate in photographs, videos, posts or other projects to be shared across social media platforms and other media outlets.
- Responsible for development of near term and long term preventative maintenance and renewal plans.
- Work with Events Coordinator, staff and volunteers on preparations for Independence Festival in July, including but not limited to, moving and setting up tents, tables, and chairs; preparing and installing signage; assisting Festival participants with setup and breakdown. Must also work on Festival day with responsibilities such as gift shop or beer sales, admissions, providing information to guests, assisting volunteers.
- Support volunteers who manage tours and the gift shop by serving as a point of contact and assisting with admissions and gift shop sales.

Candidates must have a minimum five years experience in facilities management, building trades or the construction field. Experience with historic buildings is preferred. The successful candidate will be able to work independently, think creatively and strategically, and enjoy working on a small team in a fast-paced environment and have basic computer skills. Schedule to be decided between candidate and Executive Director, and is based out of the Ladd-Gilman House in Exeter, NH. This is a 14-21 hours a week temporary position, with potential for increase to a year-round position. Some nights and weekends required. Must be able to walk between our two historic buildings, ascend and descend stairs, stand for at least 90 minutes at a time, and lift 40 pounds. We are an equal opportunity employer.

American Independence Museum

Opened to the public in 1991, the American Independence Museum includes the 1721 Ladd-Gilman House, a National Landmark property, and the Folsom Tavern, built in 1775. Welcoming over 5,000 visitors per year, the museum tells the story of New Hampshire’s role in the American Revolution and inspires civic engagement today.
The museum operates seasonally from May-November with programs year-round in Folsom Tavern. The museum's permanent collection of documents includes an original Dunlap Broadside of the Declaration of Independence and early drafts of the U.S. Constitution. Learn more at www.independencemuseum.org.