



info@revolutionaryspaces.org  
TEL 617.720.1713

310 Washington Street  
Boston, MA 02108

[RevolutionarySpaces.org](http://RevolutionarySpaces.org)

## Facilities Assistant Job Description

**Position:** Facilities Assistant

**Supervisor:** Facilities & Preservation Manager

**Type:** 40 hours per week; non-exempt

**Salary Range:** \$19-21/hr

**Target Start Date:** ASAP

### Organization Overview

Formed in January 2020, Revolutionary Spaces is a new organization on Boston's civic and cultural landscape. Our mission is to bring people together to explore the ongoing American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for -- Boston's Old South Meeting House and Old State House.

Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to build a more just and equitable tomorrow.

Revolutionary Spaces is an equal opportunity employer. We center our work on the following values:

- **Inclusion:** We are dedicated to diversity, equity, and inclusion and ensuring accessibility on multiple dimensions.
- **Relevance:** We are dedicated to creatively linking lessons of the past with the interests and concerns of Boston's diverse communities today.
- **Boldness of thought:** We address challenging topics and promote understanding in response to controversy.
- **Engagement:** We encourage people to engage, add their voices to today's debates, and collaborate with others to discover new ways of thinking.

**Position Description:**

- The Facilities Assistant is responsible for assisting in the care and operations of two museums and historic sites, Boston's Old State House and Old South Meeting House.

**Main Responsibilities:**

Building Care and Maintenance:

- React and respond swiftly to address building maintenance issues. You will regularly crawl through tight spaces and employ the use of hand tools and power tools.
- Oversee our daily housekeeping vendor and maintain cleaning supply inventories. Be prepared to help scrape, scrub, and clean any areas outside of the janitor's duties.
- Maintain the cleanliness and appearance of the buildings to the highest possible standards; doing light carpentry, sanding, painting, plastering, or other related work.
- Understand how to diagnose, repair, operate and control a variety of building systems, including: air handlers, chillers, pumps, coils, electrical breakers, and lighting systems.
- Help conduct regular inspections of the buildings' conditions, and assist in preparing long-term preservation planning documents.
- Maintain a log of work requests from other departments; researching and purchasing tools and materials needed to complete a variety of projects.
- Manage a variety of contract vendors, including; cleaners, plumbers, electricians, alarm companies, carpenters, general contractors, and pest control, among many others.

Safety and Security:

- Take authoritative action to protect the safety and security of guests, staff, and facilities in case of emergency.
- When necessary, intervene directly or by liaising with public safety officials when individuals inside or outside the buildings present a threat to the safety and security of guests, staff, and facilities.

Planning and Project Management:

- Participate in the planning and design management process over multiple construction projects and initiatives.
- Help organize and manage related building documents, including; inspection reports, MSDS books, COI's, building certificates, operating manuals, emergency procedures, vendor contracts, and other facilities planning documents.



# Revolutionary Spaces

Open History. Enter Democracy.

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## Staff Support:

- Internalize the general history and evolution of the properties over time, and be a source of information regarding physical changes or current conditions.
- Be willing, able and comfortable to step into visitor service roles as needed, graciously welcoming and informing museum patrons or members of our Board of Directors.
- This role supports the Facilities & Preservation Manager, and includes one weekend day per week.

## **Knowledge and experience:**

- Knowledge of building mechanical systems.
- Knowledge of building electrical systems.
- Knowledge of building plumbing networks including steam.
- Comfortable working with a variety of tools and materials.
- Ability to read and understand construction specs and drawings.
- Ability to plan, organize, and coordinate multiple projects. Excellent time-management skills.
- Strong literacy in Microsoft Office and Google Suite.
- Excellent written and oral communication skills.
- Able to work in a multi-story, historic building without an elevator. Able to carry 50 pounds. Comfortable climbing ladders and crawling through tight spaces.

## **Benefits**

Generous vacation, sick and Federal holidays schedule; 403b with 5% match after one year; Health insurance; Life, AD&D, and Long-Term Disability insurance; FSA Medical & Dependent care accounts; and free admission to many local museums.

**To apply, please email [HR@RevolutionarySpaces.org](mailto:HR@RevolutionarySpaces.org) with your resume and cover letter with “Facilities Assistant” in the subject line.**

The position is open until filled.