



Maintenance and Custodial Lead

The Idaho Falls Arts Council is seeking a dedicated Maintenance Manager to ensure the cleanliness, functionality, and upkeep of both The Willard Arts Center and the ARTitorium on Broadway. This position plays a vital role in maintaining a welcoming environment for staff, artists, and visitors while supporting event setups and general facility maintenance.

Position to start ASAP.

Compensation: \$17.00-\$22.00/hour

Reports to: Executive Director

Full-time position (40 hours per week)

Typical job responsibilities include:

- Perform daily custodial duties, including sweeping, mopping, vacuuming, dusting, and restroom maintenance.
- Set up and take down tables and chairs for events and meetings.
- Ensure proper maintenance of facility systems, including lighting, HVAC, and minor plumbing/electrical repairs.
- Respond promptly to cleaning and maintenance requests from staff and event organizers.
- Maintain an inventory of cleaning supplies and maintenance materials, notifying management when replenishment is needed.
- Assist with interior and exterior upkeep as needed.
- Identify and report larger repair needs to management; coordinate with any outside contractors, when needed.
- Adhere to safety and security protocols to maintain a safe environment for guests and staff.

Desired Qualifications:

- Previous custodial, maintenance, or facility management experience preferred.
- Ability to lift and move heavy objects (up to 50 lbs) and perform physically demanding tasks.
- Basic knowledge of repair techniques for plumbing, electrical, and general facility upkeep.
- Strong attention to detail and ability to work independently.
- Availability for occasional evening and weekend shifts to support events.

To apply, the candidate must submit a letter of application and resume. References may be requested. info@idahofallsarts.org

The Idaho Falls Arts Council's mission, in cooperation with other arts organizations, is to educate our community and enrich its quality of life by promoting, advocating, and presenting a broad spectrum of visual and performing arts in eastern Idaho. The Idaho Falls Arts Council owns and operates the Colonial Theater, Carr and Hall Galleries, the WAC Artist Studios, and ARTitorium on Broadway, and provides administrative services for the Idaho Falls Frontier Center.