



Smithsonian Affiliate

Position Title: Facilities Maintenance Technician

Reports To: Deputy Director

Classification: Salaried, Exempt

Salary Range: \$42,000 - \$50,000

Location: Hilton Head Island

The Coastal Discovery Museum is hiring a Facilities Technician with expertise in construction, mechanical systems, woodworking, or electrical work. This position is responsible for maintaining our 70-acre historic property, ensuring a safe and welcoming environment for visitors and staff. Duties include performing routine maintenance, troubleshooting issues, and repairing building systems such as electrical, plumbing, HVAC, and structural components. The technician will also collaborate with management and external contractors on larger projects and ensure compliance with safety regulations. The position reports to the Deputy Director.

The Museum

Founded in 1985, the Coastal Discovery Museum is a dynamic public institution whose work depends on the care and upkeep of a complex, highly active campus. The Museum's mission is to inspire people to care for the Lowcountry, and that mission is carried out every day through the safe operation, preservation, and maintenance of its buildings, grounds, and visitor spaces.

The Museum is located on 70 acres of protected land at Honey Horn, featuring a diverse mix of historic buildings, exhibition spaces, nature trails, marsh-front docks, gardens, open fields, and equestrian facilities. These assets are used year-round for exhibitions, educational programs, community events, and large public gatherings, making facilities maintenance a critical and visible part of the visitor experience. Since opening at Honey Horn in 2007, the Museum has welcomed more than 1.9 million visitors, requiring consistent attention to safety, functionality, and appearance across the property.

In addition to day-to-day operations, the Museum regularly supports 6–8 rotating exhibitions, a large regional art market, and more than 30 programs per week, including a year-round farmers market. The campus is also home to ongoing long-term projects, including the development of a new permanent exhibition interpreting the Santa Elena settlement and master planning for a botanical garden and new museum building. These initiatives require close coordination between facilities, exhibitions, and program staff and offer opportunities to contribute to meaningful, mission-driven work in a unique historic setting.

The Role

The Facilities Maintenance Technician is responsible for maintaining the Museum's buildings, grounds, and facility equipment, ensuring a safe, functional, and welcoming environment for visitors and staff. This position supports preventative maintenance systems, responds to maintenance needs, and collaborates with staff and external vendors on facility-related projects.

Compensation

Full-Time (salaried with benefits) or Part-Time Hourly: \$42,000 – \$50,000 annually

The lower end of the salary range reflects candidates who meet the minimum qualifications for the position. The upper end of the salary range is reserved for candidates who meet preferred qualifications, demonstrate advanced technical skills, or bring directly relevant experience.

Part-Time (hourly, no benefits): Approximately \$22.25 – \$26.50 per hour. Part-time hourly rates are roughly equivalent to the full-time salary range, with an approximate 10% increase to account for the absence of benefits. Weekly hours and schedule will be determined based on organizational needs and candidate availability.

Major duties and responsibilities:

- Routinely survey buildings and grounds to identify maintenance needs and perform day-to-day and preventative maintenance.
- Provide general and detailed maintenance, including patching, painting, repairs, and replacement work.
- Perform basic electrical, plumbing, mechanical, and building repairs, including changing air filters, lamps, switches, receptacles, and fixtures.
- Assist with the setup and dismantling of equipment for special events and exhibitions.
- Support exhibition installation activities as needed, including preparation of spaces and basic physical installation support.
- Serve as an on-call staff member for after-hours urgent maintenance issues.
- Collaborate with Museum staff and external contractors to schedule and oversee specialized repairs and facility upgrades.
- Use a variety of hand and power tools related to carpentry, painting, electrical, plumbing, and mechanical repair.
- Assist with the installation, operation, and maintenance of building systems and equipment.
- Troubleshoot mechanical and building system issues and recommend parts or solutions for repair or replacement.
- Receive, schedule, and respond to maintenance requests from Museum staff.
- Assist with emergency and unscheduled repairs across the site.
- Interpret equipment manuals, technical documentation, and standard operating procedures.
- Assist with grounds maintenance, including weeding, pruning, and cutting limbs as needed.
- Perform duties requiring independent judgment, initiative, and problem-solving.

Minimum Qualifications:

- High school diploma or equivalent.
- Proven experience in facilities maintenance, including electrical, plumbing, and HVAC systems.
- Basic knowledge of building systems and safety regulations.

- Ability to read and interpret technical manuals, blueprints, and schematics.
- Strong problem-solving skills and the ability to work independently.
- Ability to perform extensive walking to include flights of stairs and uneven ground terrain.
- Ability to work from a ladder.
- Capable of lifting up to fifty pounds.

Preferred Qualifications:

- Certification or formal training in HVAC, electrical, or plumbing trades.
- Experience working in a museum, cultural institution, or similar public-facing environment.
- Experience with exhibition installation or support of exhibit build-outs, including physical installation and coordination with curatorial or exhibitions staff.
- Familiarity with computerized maintenance management systems (CMMS).
- OSHA safety training or related workplace safety certifications.
- Experience operating specialized maintenance equipment and tools, i.e., tractor, brush hog, chainsaw, woodworking tools and equipment, etc.

Benefits (full-time only)

- Health insurance through a High Deductible Health Plan after 60 days of employment, 100% employer-paid
- Two (2) weeks of paid vacation
- Two (2) weeks of paid sick/personal time
- Twelve (12) paid holidays annually

To Apply

- Please send an application letter and resume to areiley@coastaldiscovery.org with “**Facilities Maintenance Technician**” in the subject line. Finalists will be contacted and asked to submit three references.
- Expected start date: January 2026.

The Coastal Discovery Museum is an equal opportunity employer and values diversity in our workplace. We encourage applicants from all backgrounds to apply.