



**Job Description: Unpaid Internship - Facilities Care**  
**Muckenthaler Cultural Center**

**WORK SCHEDULE**- 10-20 Hours/Week

Flexible Schedule within these hours: Tuesday to Friday, 10am to 6pm with some evenings (Thursday Nights) required in addition to regular daytime work. Additional weekend and evening hours are possible but rare.

**JOB SUMMARY**

Are you thinking of a career in property management, landscaping, historical restorations? This is an opening for a driven individual who wishes to make a difference in North Orange County arts and culture while they learn the skills necessary for Facilities Management. . Candidate's primary responsibility would be assisting our Facilities Manager in the beautiful working environment of the Muckenthaler Cultural Center. The Muckenthaler is located on 8.5 acres of perfectly landscaped parklands on a hill overlooking Fullerton.

**DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

- Assisting both our Facilities Manager and the Professional Landscaping Team
- Onsite liaison with several volunteer groups
- Supervised work in simple plumbing, painting, and other light handyman duties.
- Preparation for special events.
- Collecting litter on grounds.
- Ready for scheduled sanitation pickups.
- Assisting other departments when needed. Including preparing an art gallery for display, preparing the grounds for a wedding, preparing the stage area for a performance.
- There could occasionally be off site pick ups or deliveries where intern would assist.
- Other related duties as required

**QUALIFICATIONS**

- Some familiarity with tools and basic concepts of maintenance.
- Openness to taking direction and to fluid circumstances.
- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities is important.
- Self-starting, as a trait, is valued even among those who have a supervisor.
- Ability to work independently and complete assigned tasks within identified timeframes
- Positive attitude, flexibility and problem solving mentality.
- Bilingual Korean, Japanese or Spanish a plus

**STIPEND**

Unpaid Academic Internship

**APPLICATION PROCEDURES**

Please email your resume and cover letter and direct all questions to:

Janette Pyun, Chief Operations Officer

[janette@themuck.org](mailto:janette@themuck.org)

Muckenthaler Cultural Center  
1201 W. Malvern Ave.  
Fullerton, CA 92833

**DISCLAIMER** This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).

1201 W. Malvern Avenue ☎ Fullerton, CA 92833

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