

# Join our team!



Facilities  
Assistant  
(full time)



Textile Center is unique as America's national center for fiber art, with a mission to ***honor textile traditions, promote excellence and innovation, and inspire widespread participation in fiber art.***

The Center's resources include exceptional fiber art exhibitions, an artisan shop, a professional-grade dye lab, a natural dye plant garden, and one of the nation's largest circulating textile libraries open to the public.

[textilecentermn.org](https://textilecentermn.org)

## **FACILITIES ASSISTANT JOB POSTING**

|             |                                                                                         |
|-------------|-----------------------------------------------------------------------------------------|
| Job Title:  | Facilities Assistant                                                                    |
| Status:     | Full time, non-exempt                                                                   |
| Hours:      | 36 – 40 hours/week; Benefits eligible                                                   |
| Pay Rate:   | \$20 per hour                                                                           |
| Reports to: | Director of Operations                                                                  |
| Schedule:   | Flexible availability Monday – Saturday, onsite (occasional evening/weekend for events) |

### **POSITION SCOPE AND PURPOSE**

Textile Center seeks an energetic and detail-oriented Facilities Assistant to join our team. Our building is open 5 days a week to the public, and we need someone who can help us maintain a welcoming and well-functioning space for all who come through our doors.

Are you interested in helping an arts center keep its supplies organized?  
Are you someone who enjoys keeping spaces clean, organized, and ready to be used?  
Are you handy with tools and confident fixing minor facility issues?  
Are you great at coordinating multiple appointments each month?  
Are you a self-starter who can follow directions in an often fast-paced environment?

If so, this may be the role for you!

This position will report to the Director of Operations and work closely with our education and exhibition team members to keep the building and all of Textile Center's programs running smoothly. A national center for fiber art, Textile Center's mission is to honor textile traditions, promote excellence and innovation, nurture appreciation, and inspire widespread participation in fiber art. We are located in Minneapolis, just steps from the Prospect Park Green Line light rail stop.

### **SPECIFIC TASKS**

- Assist with logistics, appointments, and communications for building and equipment repairs, maintenance, and upgrades
- Clean the building weekly, including kitchen, two bathrooms, gallery spaces, classrooms, offices, shop, Dye Lab, and common spaces
- Collect and dispose of trash and recycling
- Dispose of yard waste from grounds
- Do the laundry for Textile Center towels and table cloths
- Support set-up and clean-up for building wide events, including Garage Sale, Fiber Art for All, Artist Receptions, and more
- Assist with interior wall cleaning, repainting, and touch up as needed
- Change light bulbs as needed
- Keep the utility and tools room clean and organized
- Help organize supplies for on-site education classes and off-site outreach workshops
- Prepare program spaces for classes and events, including cleaning, moving furniture, restocking supplies, and setting up AV equipment
- Serve as the go-to person for additional supply and set-up needs, and tech equipment troubleshooting

### **BENEFITS**

- Health insurance (Textile Center pays 80% of employee's monthly premium)
- Insurance: Life, AD+D, ST/LT disability (Textile Center pays 100%)
- Dental insurance, flexible spending account, retirement savings plan
- Paid vacation, sick, and holiday time
- Discount on Shop purchases; free and discounted class opportunities



## **QUALIFICATIONS (minimum):**

- Familiarity with and interest in fiber art techniques a plus!
- High School diploma preferred
- Highly detail oriented and well organized
- Experience cleaning
- Experience with basic maintenance tasks, like painting and light repair work.
- Ability to lift in excess of 30lbs
- Familiarity with Microsoft Outlook, especially the Calendar, a plus.
- Ability to stand or sit for long periods of time; bend, stretch, engage in repetitive motions; push, pull, and carry items (classroom equipment, artwork, boxes etc.) for short distances
- Ability to use stairs, climb a ladder, and use a step stool
- Fully vaccinated for COVID-19

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the discretion to add or change the duties of the position at any time.

Textile Center is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or veteran status. View our declaration of anti-racism here: [textilecentermn.org/declaration-of-anti-racism/](http://textilecentermn.org/declaration-of-anti-racism/)

Applicants for this position must successfully pass a background screening, and/or additional skills test as determined by management.

## **TO APPLY:**

Please send cover letter, current resume, and 3 professional references to Erin Husted, Director of Operations, at [ehusted@textilecentermn.org](mailto:ehusted@textilecentermn.org).



Stitching Black Legacy: The Quilts of  
Carolyn Mazloomi, 2025  
(Photo by Rik Sferra)