



Museum Maintenance Technician Job Description

Category: Part-time, year round

Pay Type: Hourly

Schedule: 18 hours a week, weekend days required in season (May through October)

Direct Supervisor: Curator/Museum Manager

Description:

The Museum Maintenance Technician (MMT) is a critical part of the Castle in the Clouds team and is responsible for providing specialized cleaning and maintenance services at the historic house museum "Lucknow." Following approved historic house museum cleaning methods, the MMT is responsible for cleaning all exhibit rooms and exhibit displays within the house; he or she performs other specialized cleaning projects as directed by the Curator. He or she provides support on preservation projects as needed, including photographing and documenting exterior and structural projects at the historic Lucknow mansion. The MMT also monitors and assesses maintenance needs for the systems and equipment at the historic Lucknow mansion, and performs certain vital duties to maintain the mansion's exterior and grounds. The MMT not only provides for a safe and pleasant experience for Castle in the Clouds visitors, he or she is also an important part of the organization's efforts in preserving and protecting Lucknow. Training in historic building housekeeping and museum collections handling will be provided.

Qualifications:

Highly organized with excellent attention to detail. Able to follow direction. Good problem solving abilities. Works well independently and as part of a team. Must be able to work on ladders, lift and carry heavy objects, and be extremely meticulous and careful while working around museum collections. Position requires working at least one weekend day (while museum is open to the public), being available for occasional programs and events, and responding to off-hours emergencies as needed. Museum maintenance, collections care, and housekeeping experience preferred.

Primary Duties and Responsibilities include but are not limited to:

- Follow museum housekeeping guidelines as outlined by the Curator, using approved cleaning products, equipment, and methods. Housekeeping responsibilities to include:
 - Cleaning historic surfaces, such as floors, countertops, cabinetry, woodwork, ceramic fixtures, tiles, glass, etc.
 - Cleaning staff bathrooms and break space.
 - Occasionally cleaning museum objects and furnishings, under the direction of the Curator.
 - Emergency cleanup and housekeeping, as needed.
- Assist the Curator with moving collections and furniture as needed.
- Assist in documentation and photography of exterior preservation and maintenance work at museum, as directed.
- Perform weekly, monthly, and annual maintenance checks and maintain associated documentation.
- Empty all trash containers from Castle daily (interior and exterior).
- Maintain and keep organized all maintenance equipment and cleaning tools.
- Others duties as assigned.

Secondary Duties and Responsibilities include but are not limited to:

- Assist in maintenance of museum systems including HVAC equipment, plumbing, and security alarm (by monitoring equipment, performing non-technical maintenance tasks, and monitoring vendors/contractors performing maintenance projects, as needed).
- Ensure that grounds are clean and safe for visitors (including litter, debris, pond clarity, portapottie cleanliness, etc.).
- Assist with some lawn maintenance and weed/vine removal.
- Assist with snow removal.
- Occasional exterior painting.
- Other duties as assigned.

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