

Mission: The Port Huron Museum preserves and illuminates the stories of Michigan and the Great Lakes, through the lives and experiences of local people.

Port Huron Museum

1115 6th Street
Port Huron, MI 48060

OPEN STAFF POSITION

Posted: 5/24/2019

Deadline for Resumes: 6/7/2019

Start Date: ASAP

TITLE: Maintenance & Special Event Staff
Reports to: Manager of Operations

Primary Purpose: Provides regular custodial and landscaping services, as well as assisting Site Managers with light maintenance to promote clean and safe public areas at all sites. Works with Director of Collections and Exhibition to ensure proper installation and removal of artifacts, displays, and exhibitions.

Duties and Responsibilities:

- Maintains museum grounds, including but not limited to mowing, watering, and exterior building upkeep to ensure cleanliness and safety for visitors and staff.
- Assists in the timely clearing of sidewalks in winter weather conditions.
- Vacuums carpeted areas, sweeps and mops hard surface floors.
- Cleans and disinfects restrooms floors, toilets, and fixtures.
- Replenishes toilet tissue and hand soap.
- Cleans mirrors, glass displays, windows, door hardware, and light switches, and dusts public and office spaces throughout the museum.
- Empties all waste and recycling containers as needed.
- Coordinates with Manager of Education and Tours to order and restock needed materials and supplies.
- Reports to Manager of Operations and works closely with Site Managers to perform minor maintenance tasks such as: changes lights, minor repairs, and painting at all sites.
- Serves as Museum representative for site rentals and overnights, including assisting with event parking.
- Assists with set up and take down of exhibits, and installation and removal of artifacts, displays, and exhibitions.
- Maintains appearance and provides upkeep of exhibition spaces, displays, and cases.
- Reports damages and acts of vandalism to supervisor.
- Communicates any major maintenance or hazardous conditions to supervisor in a timely manner.
- Responsible for safe operation of equipment used in performing duties.
- Other duties as assigned.

Education/and or Experience:

- High school diploma or GED

Language Skills:

- Ability to read directions and interpret manuals.

Mathematical skills:

- Ability to calculate figures and measurements.
- Reasoning ability to solve practical problems.

Other Skills and Abilities:

- Maintain the highest degree of ethics and professional standards in all aspects of Museum operations.
- All Museum employees are expected to help maintain a friendly spirit of cooperation with fellow staff, volunteers and visitors.
- Basic computer skills including email and Google calendar (required).
- May involve climbing stairs numerous times per day.
- Ability to work primarily in a standing position, may involve standing up to 8 hours.
- Lifting 75 to 100 lbs.
- Climbing ladders, work at heights up to 20 feet.
- Ability to work in small spaces, may have exposure to dust.
- Must be able to work inside and outside during periods of extreme heat and cold.
- Some historic sites are not ADA compliant due to historic designation.
- Must be available to work weekends, evenings, and overnights.

PAY RATE: Hourly, negotiable.

CONTACT: Resume must be submitted via email to employment@phmuseum.org or mail to address above.
NO PHONE CALLS OR DROP INS PLEASE!