



The Mission of the Port Huron Museum is:
The Port Huron Museum inspires connection by illuminating stories and preserving history and culture across St. Clair County and beyond.

1115 Sixth Street, Port Huron, Michigan 48060
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OPEN STAFF POSITION

Deadline for Resumes: February 27, 2026

- Title:** Fort Gratiot Light Station and Post Hospital Site Manager
- Hours Per Week:** Full-time; 40 hours per week. Scheduled days may vary. Flexibility required; includes weekdays, weekends, and possibly evenings.
- Position Summary:** The Site Manager is responsible for the daily operations, care, and stewardship of a historic park that includes a lighthouse, multiple historic structures, and an on-site museum shop. This role ensures the site is safe, welcoming, financially responsible, and operationally sound for visitors, staff, volunteers, and partners. The Site Manager also oversees the recruitment, training, and coordination of volunteer docent staff to ensure high-quality interpretation and visitor engagement. The Site Manager works closely with leadership to balance historic preservation with public access, earned revenue activities, programming, and community use.
- Salary:** \$ 17.50 - \$18.50/hour, plus quarterly health stipend
- Supervisor:** Executive Director

Key Responsibilities

Site Operations & Facilities

- Oversee day-to-day operations of the historic park, lighthouse, and all associated buildings
- Ensure buildings, grounds, and public spaces are clean, safe, and well-maintained
- Serve as primary contact for vendors, contractors, and service providers
- Monitor utilities, systems, and infrastructure; report and address issues promptly

Historic Preservation & Compliance

- Support preservation of historic structures in accordance with county guidelines
- Maintain records related to maintenance, repairs, and preservation activities
- Work with Curator of Collections and Exhibits to create, implement, and maintain new exhibitions
- Act as resident site historian
- Assist with compliance related to safety regulations, accessibility, and historic requirements

Staff & Volunteer Oversight

- Supervise site staff and volunteers supporting operations, maintenance, visitor services, and retail
- Recruit, train, schedule, and support volunteer staff
- Develop and deliver docent training focused on site history, interpretation standards, visitor engagement, and safety; regularly evaluate docents

- Train store volunteers on the POS system and procedures.
- Provide ongoing coaching, feedback, and recognition to volunteers
- Coordinate coverage with Director of HR to ensure appropriate staffing for tours, open hours, programs, and special events
- Foster a collaborative, respectful, and mission-driven work environment

Visitor Experience & Public Access

- Ensure a positive, welcoming, and engaging experience for all visitors
- Oversee opening and closing procedures for the lighthouse, museum buildings, and shop
- Address visitor questions, concerns, and on-site issues professionally
- Support tours, educational programs, special events, rentals, and group visits

Museum Shop Operations

- Manage day-to-day operations of the museum shop
- Assist with inventory selection, ordering, pricing, and display with attention to mission alignment and visitor appeal
- Track sales, inventory levels, and basic financial reporting
- Coordinate volunteer staffing and scheduling for shop coverage
- Ensure point-of-sale systems are functioning properly and follow cash-handling procedures

Safety & Risk Management

- Implement and monitor safety protocols for staff, volunteers, and visitors
- Respond to incidents, emergencies, and accidents; complete required documentation
- Conduct regular site inspections to identify and mitigate risks

Coordination & Communication

- Work closely with the Executive Director and/or leadership team on operational needs and priorities
- Work closely with Executive Director to develop and track annual FGLS budget
- Communicate site needs, challenges, and opportunities clearly and proactively
- Track and share site attendance and audience demographics to Executive Director and complete an annual report to County Commissioners
- Serve as staff liaison for on-site community partners, including Friends of the Fort Gratiot Light by attending meetings, providing information as needed.
- Assist with planning for capital projects, improvements, and long-term site needs

Qualifications

- Bachelor's degree in History, Education (K-12) or related field
- Minimum of 3–5 years of experience in museums or education
- Proven supervisory skills with artists, educators, and community partners
- Excellent organizational, communication, and people skills and ability to work with volunteers and docents
- Proficiency with Microsoft Office Suite and Google Docs; familiarity with museum management software a plus

- CPR/First Aid certification or willingness to obtain.
 - A positive, friendly, and social personality is necessary for this position.
 - Must be available to work weekends and evenings, as needed.
 - A background check and drug test will be implemented before hire.
 - A driver's license and reliable transportation is a must.
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Work Environment

This position requires evening and weekend work to support programs and events. Working remotely and flex hours are permitted. Some lifting (up to 40 lbs.) and direct activity preparation may be required. Working conditions may include outdoor and indoor non-air conditioned spaces. Due to the historic nature of our sites, some are not fully ADA compliant. Involves periods of standing throughout shifts and climbing stairs. Full time employees receive a 30 minute paid lunch. There may be other duties as assigned.

Compensation and Benefits

Benefits include health insurance allocation, paid vacation, specific holidays, and professional development opportunities.

Physical & Work Requirements

- Ability to work outdoors in varying weather conditions
- Ability to lift, move, or carry items related to site operations (as required)
- Semi-flexible schedule, including some evenings, weekends, and holidays
- Ability to climb stairs and navigate historic structures such as a lighthouse

Desired Attributes

- Appreciation for historic preservation and public history
 - Calm, professional demeanor with strong customer service skills
 - Hands-on, solutions-oriented approach
 - Ability to work independently while collaborating with a team
 - Experience or willingness to learn a POS system for the museum shop
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Please submit résumé and cover letter via email to employment@phmuseum.org