

Edsel & Eleanor Ford House  
**JOB DESCRIPTION**

<b>POSITION TITLE: Museum Technician</b>	
<b>DEPARTMENT:</b> Historic Resources	<b>GRADE/CLASSIFICATION:</b> 2
<b>REPORTS TO:</b> Director of Material Culture	<b>STATUS:</b> Part-time, Non-Exempt
<b>Original Approval Date:</b> 01/20/2012	<b>Last Revision Date:</b> 07/25/2018

**BASIC PURPOSE OF POSITION**

As a member of the Collections Team performs duties related to the care, preservation and safe access of Ford House historical collections and objects according to professional museum standards. Ensures visitor areas are clean, open, and ready for visitors and that offices, restrooms, and other assigned areas are cleaned and maintained according to Ford House standards.

**RESPONSIBILITIES AND ACCOUNTABILITIES**

Care and Preservation

- Cleans and prepares restrooms and other public spaces in historical buildings to ensure the comfort and enjoyment of visitors; performs a variety of cleaning tasks including trash removal; vacuuming; window washing; mopping, buffing, and waxing floors; cleaning restrooms, walls, screens, and furniture; and maintains cleanliness in other assigned areas (offices, staff restrooms, meeting rooms, storage areas, on-site housing, etc.).
- Monitors and mitigates potential risks to collections from temperature, humidity, pests, light, security and theft, breakage, pollutants, etc.
- Handles and moves collections and loans according to Ford House and professional standards.
- Performs preservation cleaning and conservation treatments of collections and built interiors as needed according to museum standards.

Safe Access

- Facilitates safe access to collections for visitors, researchers, staff, contractors and others in an effort to prevent and minimize damage to collections including:
- Assists in providing access to conservators and contractors and helps to ensure proper collection management procedures are followed.
- Provides guidance and direction to members of other departments regarding the proper procedures for accessing and moving collection items.

Documentation

- Records all changes to collections according to museum standards including documenting movement, condition, damage, conservation information and utilizing digital/computer and written reports and logs.
- Performs inventories and cataloging of collections as necessary.

Exhibits

- Assists in processing loans including receiving, packing and unpacking, inventorying and preparing condition reports.
- Assists in installing and de-installing exhibits including building and maintaining customized display solutions and monitoring.
- Monitors and maintains exhibits to ensure safety of loans and exceptional visitor experiences.

Performs other duties as assigned.

## **TRAINING, EDUCATION, AND EXPERIENCE**

- Experience in collection handling and exhibit preparation in a museum, art gallery, historic site or similar organization
- General knowledge of best practices and professional standards for managing collections within a museum or art gallery
- Associate's degree or equivalent combination of education and experience is required.
- Ability to communicate effectively—both orally and in writing—to establish and maintain effective relationships with co-workers, visitors, vendors, and others in the work place, and to work cooperatively and productively as a member of a team.
- Ability to produce correspondence, spreadsheets and reports using Microsoft Excel and Word.
- Familiarity with PastPerfect is highly desirable.
- Demonstrated ability to work well independently, use good judgment, and effectively apply knowledge and experience in solving problems as they arise.
- Ability to operate electronic equipment such as camera and scanners.
- Ability to climb ladders, bend, squat, lift and move up to 50 pounds frequently; exert force up to 100 pounds occasionally; be on feet for several hours at a time.
- Operates power equipment including buffing machine, carpet cleaning machine, etc. according to established procedures and in a manner that ensures the safety of persons and objects.
- Additional physical demands include:
  - Frequent: seeing, stooping, reaching, handling, fingering, walking, smelling, and climbing.
  - Occasional: kneeling, crawling, talking, hearing, crouching, and working from heights.

## **WORK SCHEDULE**

- Part-time, must work Saturdays and Sundays.
- Must be able to work evenings and holidays as necessary.

## **HOW TO APPLY**

Submit application (found on website at [www.fordhouse.org](http://www.fordhouse.org)), cover letter and resume, with salary requirements, to jobsearch @fordhouse.org.