

Edsel & Eleanor Ford House

JOB DESCRIPTION

POSITION TITLE: Museum Technician	
DEPARTMENT: Historic Resources	GRADE/CLASSIFICATION: 2
REPORTS TO: Collections Manager & Registrar	STATUS: Part-time, Non-Exempt
Original Approval Date: 01/20/2012	Last Revision Date: 4/29/2019

BASIC PURPOSE OF POSITION

As a member of the Collections and Conservation Teams works alongside other members of the teams and reports to the Collections Manager & Registrar. The Museum Technician performs technical work in the preservation and cyclical care of historic interiors and associated collections at Ford House by providing cyclical care and cleaning of Ford House's historic interiors and surfaces and associated collections of antique furniture, carpets, and decorative objects and associated tasks. Ensures 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

- Performs a variety of cyclical cleaning of decorated spaces and objects in the historical buildings.
- Work with collections team in moving objects between and within storage and display locations, including offsite storage facility, and assist in the organization of these spaces.
- Respond to averse environmental conditions as needed.
- Supports exhibition installation/de-installation.
- Monitors and maintains exhibits to ensure safety of loans and exceptional visitor experiences.
- Provides administrative support to the collections and conservation teams.
- Find and retrieve information from archives and object files.
- Performs other duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE

- Associate's degree or equivalent combination of education and experience is required.
- Basic knowledge of best practices and professional standards of collections care and maintenance, current registration practices, and cataloguing standards.
- Ability to communicate clearly and concisely, verbally and in writing.
- Demonstrated ability to work well independently, use good judgment, and effectively apply knowledge and experience in solving problems as they arise.
- Work is performed inside Ford House buildings and outside as needed, and occasionally at Ford House's offsite storage facility. There is some exposure to heat, dust, mold, and dirt.
- Ability to climb ladders, bend, squat, lift and move up to 50 pounds frequently; exert force up to 50 pounds occasionally; be on feet for several hours at a time.

WORK SCHEDULE

- Part-time, up to 19 hours per week.
- Pay rate is \$12.00 per hour.
- Flexible schedule, but must be able to work weekends.
- Must be able to work evenings and holidays as necessary.