



THE PRESIDENT
WOODROW WILSON HOUSE

Part-time Museum Housekeeper

Job Summary:

The House Keeper is responsible for the regular cleaning and maintenance of the President Woodrow Wilson House and its collections (including the period rooms, collection storage areas, exhibition gallery, visitor service spaces and office spaces), in support of and under the supervision of the Manager of Business and Operations. The position is hourly, part-time (10 to 15 plus hours per week as needed, not to exceed 19 hours per week) at the rate of \$14/hour.

The President Woodrow Wilson House is a site of the National Trust for Historic Preservation located in Washington, D.C. It is the home to which President and Mrs. Wilson moved when they left the White House in 1921 and where they both lived the rest of their lives.

Duties:

- Provide cleaning and maintenance to visitor service areas, office work areas, bathrooms and staff kitchen on a regular schedule.
- Trash removal, regular vacuuming, floor cleaning and waxing, cleaning glass surfaces, and maintaining all of the necessary supplies and tools needed to carry out this function.
- Check cleaning and bathroom supplies, hand towels, etc. when working and notify supervisor when they need to be reordered.
- Following National Trust Housekeeping Guidelines and accepted museum practices.
- Provide curatorial care in museum rooms and in collection storage areas including cyclical dusting, vacuuming upholstered furniture and window treatments, cleaning glass and mirrored surfaces, cleaning silver and metal objects with approved treatments, and assisting with the seasonal and cyclical rotation of museum objects.

Subject to scheduling and availability, the Collections Care Housekeeper may have the opportunity to assist with (a) care and management of the historic collection, (b) object preparation and installation for exhibitions, and (c) staging and cleaning up after special events.

Qualifications:

- Two years' museum-related experience, bachelor's degree or equivalent.
- Interest in museums and collections care.
- Ability to understand instructions and deadlines in English and execute tasks as assigned.
- Ability to learn and handle routine tasks without close supervision.



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- Basic problem solving skills, including issue identification and prioritization.
- Ability to adapt and be flexible in a dynamic work environment and develop your own cleaning routine and schedule.
- Ability to work as a team member, follow instructions and work with a diverse group of staff and volunteers.
- Ability to work 10-19 hours per week on a regular basis. Regular and reliable attendance required.
- Minimum physical requirements include ability to lift/push 20 lbs. and move collections pieces and furniture and cleaning equipment on a frequent basis and occasionally more; ability to bend, squat, kneel, twist/turn, climb and reach above the shoulder frequently.

Note: *There is flexibility in scheduling work. Availability on Mondays is strongly preferred because the Woodrow Wilson House is closed to public visitors on Mondays.*

Some evening, weekend and other day work opportunities may arise due to events and functions that may require a brief touch up for the next day of museum operations.

Apply:

Please send a current resume to John Pucher, Manager of Business and Operations:
jpucher@WoodrowWilsonHouse.org.