



The Ruth Mott Foundation is accepting applications for a full time **Collections Technician** at Applewood Estate in Flint, Michigan. The Ruth Mott Foundation is a non-profit philanthropic organization offering grants and programs that serve the Flint community. The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate to demonstrate and support its mission. The estate consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives and photographs and is open to the public Thursday through Sunday May through October.

Job Position: Collections Technician

Starting Salary Range: \$38,930 to \$46,710

Job Purpose: Under the supervision of the Manager of Curatorial Affairs, ensure that all historic buildings and their collections are handled, stored, cleaned, and preserved according to established procedures and preservation-based best practices. Additional responsibilities include monitoring and mitigating risks to collections including, but not limited to, temperature, humidity, light, pest infestation and security. Provide occasional assistance for larger scale conservation projects and preservation efforts.

Essential Duties and Responsibilities:

- Using preservation-based best practices cleaning techniques, clean all historic structures at Applewood including the Main House, Historic Garage, Gardener’s Cottage, Historic Barn, and Historic Chicken Coop on a scheduled basis.
- Working with the Manager of Curatorial Affairs, support the cleaning of the interior of the main house and its contents according to established procedures and preservation-based best practices.
- Update Cyclical Maintenance Tracking Tools as work is being completed.
- Support open day operations by ensuring the main house is well-kept before and after public tours.
- Maintain the cleanliness of all exhibit features on site at Applewood.
- Clean staff offices and restrooms located in the main house using preservation best practices. Clean historic surfaces and fixtures in volunteer, restroom and public spaces in remaining historic structures using preservation best practices as required.
- Follow instructions to make cleaning supplies used for collections objects and buildings, understanding cleaning best practices.
- Understand cleaning best practices and layering cleaning techniques starting with the least invasive and working up towards more advanced techniques.
- Monitors and helps mitigate potential risks to collections from temperature, humidity, pests, light, security and theft, breakage, pollutants, etc.
- Works with Collections staff as needed for larger scale preservation projects.
- Assists with collections and department projects including, but not limited to inventories, preventive conservation and risk mitigation and storage upgrades.
- Launders soiled table, kitchen and bathroom linens and cleaning supplies.
- Assists with implementation of Applewood’s Master Plan particularly related to collections needs.
- Assists with and supports the implementation of the Ruth Mott Foundation’s strategic plan as it relates to Applewood.

- Completes other duties as assigned.

Qualifications:

Required:

- High School Diploma or equivalent.
- Ability to work evenings or weekends as necessary.
- A drive to learn new skills and potentially pursue a career in museums, historic preservation, arts, humanities, or related field.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.
- Ability to be appropriately discreet about the Mott family collection.
- Ability to be flexible, accurate, and detail-oriented, handle multiple tasks and tight deadlines with efficiency and accuracy.

Preferred:

- Previous experience (paid or unpaid) with archives or museum collections.
- Two years college-level courses in history, art history, museum studies, anthropology, library science or related field.
- Research, analytical, organizational, computer and writing skills.
- Experience with Microsoft Office Suite, desktop publishing, and web applications.
- Hold a valid driver's license.

The Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email resume and cover letter to Resumes@ruthmott.org by June 14, 2021.