
HISTORIC MADISON, INC.

301 WEST SECOND STREET, MADISON, IN 47250 | PHONE: 812-265-2967

WWW.HISTORICMADISONINC.COM

Maintenance Assistant Position Overview

Position Summary

The Maintenance Assistant helps with the preservation, maintenance, and upkeep of 10 Historic Madison, Inc. museum and historic site properties. Under the supervision of the Director of Preservation & Maintenance (DPM), the Maintenance Assistant is responsible for performing routine and preventative maintenance tasks, minor repairs, and general upkeep of buildings and grounds. The Assistant also works closely with the HMI staff and volunteers to ensure safety, functionality, and historic integrity of properties and grounds for special events, programs, and group tours. The Assistant is a part-time, year-round position of 20-30 hours per week.

Job Duties and Responsibilities: (Other duties may be assigned as appropriate)

- Assist the DPM with routine maintenance and preservation tasks, including basic painting, carpentry, electrical and plumbing repairs, and garden & walkway maintenance
- Clean and maintain exterior building elements - windows, doors, facades using appropriate materials
- Routinely monitor properties for damage, safety, security, needed repairs & maintenance, and report safety hazards or incidents
- Work collaboratively with volunteers & staff by ensuring that sites are ready for the public, contractors, and special visitors
- Assist in setting up, taking down, and cleaning up after tours and events, including moving furniture, equipment, and delicate historic artifacts
- Exercise extreme care when working on or near historic buildings, artifacts & furnishings
- Provide accurate records and reports to the DPM and other staff

Qualifications

- Experience in general maintenance and painting, and with a variety of hand tools
- Ability to lift 50 lbs and travel up and down stairs, set up and use ladders, tools, and equipment
- Valid driver's license & reliable transportation for driving around Madison
- Ability to work effectively independently, as a team member, with volunteers, and with the public
- Be able to effectively manage a wide array of tasks, projects, and responsibilities
- Willing and able to represent HMI in a professional, positive, and enthusiastic manner
- Interest in historic preservation, historic trades, and history
- Willing to adjust hours to accommodate the needs of the position
- Able to work outdoors or in inclement weather
- Able to think creatively to resolve problems
- Strong verbal and written communication skills, organization, record-keeping, and planning skills

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Please email your cover letter, resume, and three professional references to David Cart, Director of Preservation & Maintenance, at david@historicmadisoninc.com. Only those selected for an interview will be contacted. No phone calls, please.

Historic Madison, Inc., a not-for-profit historic preservation organization, has played a key role in the preservation, restoration, education, and development of Madison's National Historic Landmark District. The organization owns and operates 9 historic properties with the help of countless volunteers.

