



Job Title: Historical Maintenance & Grounds Keeping

Responsible to: Operations Manager

Purpose of the Position:

The Intern will be assisting the Operations Manager, and Campus Caretaker to learn the challenges involved in maintaining a historic property. They will be assisting with the daily upkeep and maintenance of the property as well as assisting with special projects. They will work with our operations manager and caretaker to learn proper cleaning, moving, handling, maintenance, and repair of historical items.

The Rock County Historical Society has grown to be a very dynamic and active campus. Not only do we offer tours of our historic properties, most notably, the Lincoln-Tallman House, but we also play host to 8 large scale events throughout the year and many smaller education focused events. All of this supports our mission to bring History alive to the people of Rock County and beyond.

RESPONSIBILITIES:

- Assist the Caretaker with general maintenance duties around the campus
 - This can include such things as painting, cleaning, light repairs, moving items, & researching proper care of notable items.
 - Identifying other maintenance needs around the campus and prioritizing.
 - Other needs as dictated by the Operations Manager and Caretaker.
- Assist the Caretaker/Groundskeeper with general maintenance duties around the campus
 - This can include such things as Weeding plant and flower beds, planting and maintaining beds and plants, maintaining potted plants throughout the campus
 - Identifying other maintenance needs around the campus and prioritizing,
 - Other needs and dictated by the operations manager and caretaker.
- Assist the Operations Manager with other duties as dictated

REQUIREMENTS:

The ideal candidate for this Job will have a combination of the following skills and interests

- Interest in learning methods of historical maintenance and caretaking.
- Attention to detail
- Willingness to learn new programs, take initiative, and work independently
- Ability to take and give direction
- Ability to lift and move items around the campus.
- A positive and motivational attitude
- A friendly and customer service positive personality
- A review of the Rock County Historical Society's Social Media platforms as well as its website (www.rchs.us) is strongly recommended prior to applying.

ELIGIBILITY

This will be a part time internship (Approximately 20-30 hours per week) based on the needs of the Rock County Historical Society, Operations Manager, and Campus Caretaker. This Internship may be paid or voluntary depending on program.

We encourage all interested college students to apply to this position and be offered the chance to work in a fun and fast paced environment. The Rock County Historical Society is a pioneering institution dedicated to

making history interactive and accessible to all and we invite you to join our team.

How to Apply:

To apply, please forward a cover letter and resume to:

Kathy Boguszewski

Volunteer & Internship Recruiter

virecruiter@rchs.us

Use the email subject: Social Media Internship

DISCLAIMER

The informational provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job.

Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract. *The Rock County Historical Society is an equal opportunity employer.*