

## Job description

Title:	House Steward - Maternity Cover 6 Months with a possible extension to start beginning of September
Department:	Estates
Responsible to:	Estate Manager
Salary:	£18,000 - £20,000 per annum
Hours:	37.5 hours per week, over 7 days to include weekend working on a 1 in 3 basis
Holiday:	28 days to include public holidays pro-rata

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### **American Museum & Gardens**

The mission of the American Museum & Gardens is to educate, stimulate, and inspire its visitors in order to further the understanding of American history and culture. The Museum carries out this mission through the presentation of its historic rooms, its decorative art and folk art collections, and its special exhibitions, publications, learning programmes, and gardens. Our organisation is the only one of its kind outside the boundaries of the United States. We welcome, on average, 40,000 visitors a year, the vast majority of them British.

### **About the role**

We are looking for someone to ensure the continuity of the work of our House Steward during her maternity leave. We are a dynamically growing team and there are possibilities for the role to evolve into a permanent position after the fixed-term contract.

As the House Steward at the American Museum, you will play an important part in the property team, helping to take care of a nationally significant, fragile and complex collection and Grade I-listed Georgian manor house. You will be responsible for the safe and secure daily operation of the Museum and take responsibility for the maintenance of the property, including fire and security alarms, heating systems, and lighting. You will need to be comfortable working at heights.

You will manage the safe opening and closing of the Museum. Your daily tasks will be varied and you'll be involved in everything from general housekeeping to preparing the Museum for special events. In addition, you will work with the Chief Curator to oversee the practical management and implementation of routine and deep cleaning programmes and preventative conservation measures at the property as well as to provide technical assistance with installing exhibitions and making changes to permanent displays.

The role includes key-holder responsibilities and includes weekend, evening, and some out of hours work. Although there are designated hours, a flexible approach is essential to help out at particularly busy times such as during large events or exhibition installation. It is important that the post-holder is prepared to help with emergencies, accept alterations to routine and to meet a change in circumstances and be thoroughly adaptable.

**Other Considerations:**

The post-holder will be expected to adhere to the American Museum's policies and observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors, and manufacturers are adhered to.

**Duties and Responsibilities:**

- To clean light fittings and to test lighting systems replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
- To ensure that gullies, drains etc. are kept free from debris and that the Museum and grounds are litter free.
- To assist with ensuring clear and safe pedestrian access to the Museum particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To undertake portorage tasks as required including setting up and clearing away furniture.

To undertake general repairs as directed by the Estate Manager such as but not limited to:

- Painting and decorating – as required.
- Joinery- first line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs.
- Plumbing- un-blocking sinks, traps and waste pipes. Adjustment and re-washer of taps.
- Internal Glazing – remedial action after breakage, for example boarding up of broken windows.
- To monitor stock levels of consumable items such as fuel, grit, lightbulbs/tubes, housekeeping supplies and arrange to replenish in accordance with current procedures.

**Fire, Security and Safety**

- To be responsible for maintaining the security of the premises and its contents in accordance with the Museum's current requirements. Opening and locking up of the Museum including alarms, walkthrough lights, and internal doors.
- Manage property security systems and their operation. The post-holder will be a key holder and play a lead role in the alarm response team. This may involve answering alarm calls during closed hours. He or she is responsible for ensuring that all security measures are in place and operating effectively.

- To maintain appropriate records including site logbooks, and heating system records, and carry out meter readings for the Museum.
- Report all faults to Estate Manager and manage the maintenance log.
- To initiate the Emergency Business plan when on duty in the event of an emergency such as service interruptions due to fire, flood, electrical issues etc and act as the first point of contact with emergency services.
- To attend, where necessary, personnel visiting the site such as contractors and ensuring that they understand and adhere to Museum policies regarding safe working and security.

### **Conservation, collections management and presentation**

- Assist the curatorial department with planned programmed works.
- Provide assistance to the Conservation Assistant and other member of the curatorial department with the safe installation of historic objects within period settings
- Assist with annual changes to the temporary exhibition and permanent displays.

### **In addition, all employees are expected to:**

- Be accountable for their own development through the performance and development reviews (appraisal) process seeking out opportunities to learn new skills.
- Participate in training and workshops as directed by the Senior Management Team.
- Work within the terms of their contract of employment and adhere to the American Museum and Gardens policies and procedures.
- To comply with the requirements of Health and Safety policy & procedures, other relevant legislation and Museum policies.
- To understand and comply with the Museum's equal opportunities policy.
- To carry out any other reasonable duties within the overall function of the job.

### **Personal specification**

#### Essential:

- Knowledge and understanding of heating and plumbing systems
- Health and Safety and emergency procedures
- Adaptable and flexible approach to work with good organisational skills
- Able to plan own time effectively and multi-task
- Practical and hands on
- IT literate
- Able to work at heights



- Good eye and hand co-ordination, with an eye for detail
- Self-motivated with ability to work to one's own initiative
- Willing and able to form part of a close knit team
- Willingness to learn and add to personal skills base
- Diplomatic, approachable, and calm under pressure
- Used to dealing with a diverse workload and working to tight time constraints

Desirable:

- Good understanding of historic properties and working in a listed building
- Experience of working in a visitor based environment or historic property
- Experience of working as a carpenter, builder, plumber, electrician or similar
- Experience working with volunteers
- Experience working with contractors within a secure environment

### **Other information**

The American Museum & Gardens is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff members to share this commitment.

This role may be subject to a basic Disclosure and Barring Service (DBS) check. If called for interview you will be asked to disclose details of any convictions which are not yet spent.

The American Museum & Gardens is an equal opportunities employer.

### **To apply:**

Please send an CV and covering letter outlining how you meet the person specification, together with a completed [Equal Opportunities Monitoring Form](#), by 5pm on Wednesday 28<sup>th</sup> July 2021, to [Matt.Amos@americanmuseum.org](mailto:Matt.Amos@americanmuseum.org) or by post to The American Museum & Gardens, Claverton Manor, Bath BA2 7BD. Interviews will be held during the week commencing 2nd August 2021.

Benefits for working at the American Museum include:

20% discount on purchases in our café and 10% discount in our shop

Free parking

Free hot drink and cookie each day from The Garden Café

Flexible working whenever possible

Pension scheme of with a 4% contribution from American Museum & Gardens, and a minimum 3% contribution from the employee