

## Grand Traverse Lighthouse Museum Keeper Program - Application for the 2012 Season

Thank you for your interest in the keeper program at the Grand Traverse Lighthouse Museum (GTLM). The following paragraphs describe in detail the expectations and responsibilities of a lighthouse keeper. These guidelines have been established to insure the smooth operation of the lighthouse during a very busy season as well as to ensure that everyone has a positive experience. **There is a fee for this program.** Please read the entire form carefully to be sure that this program is right for you.

### **Mission Statement**

The purpose of the GTLM is to provide educational opportunities that enhance the understanding of the area's maritime heritage. Towards this goal it must effectively restore and maintain the cultural landscape for the benefit of the community.

### **What is a Lighthouse Keeper?**

The primary responsibilities of keepers are to greet and assist visitors and provide information about the lighthouse, museum, grounds and surrounding area. **Keepers must be energetic, comfortable speaking with the public, in excellent health, able to climb stairs and stand for long periods of time, and work 8 to 10 hour days.**

### **Additional Responsibilities**

In addition to providing visitors with an informative and educational experience, keepers are asked to maintain the facility by sweeping floors, sidewalks and stairs, painting, removing trash, vacuuming and thoroughly cleaning the living quarters upon departure. Other duties include keeping the gift shop neat and restocked, and receiving and pricing the merchandise. Keepers are trained to operate the computerized cash registers in the gift shop and admissions area. Their presence at the lighthouse provides on-site security for this historic location.

### **Tours of Duty/Fees**

Keepers may work for a period of one or two weeks. There is a program charge of \$195.00 per week per person for members. We require all keepers to become GTLM members. This entitles you and all your guests to free admission to the museum, a 10% discount in the gift shop, a quarterly newsletter, and eligibility to vote at our Annual Meeting. Membership costs are \$20.00 for a single or \$30.00 for a family. All monies collected for the Keeper Program directly benefit the lighthouse. The fee for this program is **non-refundable** after March 15 so we strongly suggest travel insurance against unforeseen events or family emergencies.

If possible four adults are on site during each tour of duty. The lighthouse is open to the public from noon - 4 p.m. daily during May and from Labor Day through October. From Memorial Day through Labor Day museum hours are 10 a.m. - 5 p.m. During peak season 9 and 10 hour days are not uncommon. Those signing up for April, October, November and December will be more involved with cleaning, painting, minor repairs, moving things to and from storage, inventory and other miscellaneous duties, as well as opening and closing the museum and gift shop depending on the weather. Each Keeper gets two afternoons off per week starting at 1:00pm. Days off can be Sun/Mon/Tues/Wed only.

On your scheduled arrival date plan to arrive by 9:00am. On departure day please plan to have your morning chores done, be packed and have all personal items removed by 8:30am.

## **Orientation Program**

All new keepers are asked to attend a scheduled orientation day. This orientation, while not required, is very beneficial in your historical and procedural training. Information on orientation, which is usually in May, will be sent to you. Returning keepers need not attend an orientation. A refresher will be given the day you arrive.

## **Living Quarters**

Keepers live in the northern apartment of the lighthouse. The kitchen, living room and one bedroom are located on the first floor, with another bedroom and full bathroom on the second floor. Keepers share the bathroom and kitchen facilities with staff during open hours. All keepers share the living room and kitchen, and provide all of their own food. The quarters are well equipped with dishes, cooking utensils, appliances, and paper products. Keepers provide their own sheets (twin bed), pillows, blankets, towels and wash cloths. The quarters are heated, but not air conditioned. Maximum occupancy of the living quarters is four people at any one time. We are not able to accommodate overnight guests.

## **Rules and Regulations**

The only access to the Lighthouse is through the Leelanau State Park. As a keeper, you will be sent a Grand Traverse Lighthouse Museum parking pass prior to your arrival. This pass allows you access into the park only during the time you are a keeper at the lighthouse. At the end of your tour of duty, this pass must be returned to a staff member.

The Grand Traverse Lighthouse is a state and national historic site. No smoking, alcoholic beverages or pets are permitted in or on the premises. Keepers are expected to be neat, well groomed and appropriately attired when on duty. Everyone must present themselves in the professional manner befitting hosts at an historic site.

## **Vehicle Access to the Lighthouse**

One parking space for each keeper (or couple) is available in the designated lighthouse parking area with signs reading LIGHTHOUSE STAFF. Any camping or use of motor homes is permitted in the campgrounds only. Keepers are permitted to bring their vehicles up to the end of the sidewalk to unload and load their vehicles.

## **Application Procedures and Interviews**

Applicants must complete, sign and return the attached application form. The following items are also required:

1. A letter explaining why you want to be a Volunteer Keeper.
2. A brief resume including your employment history and other experience.
3. Two personal letters of recommendation.
4. A \$25 non-refundable deposit per person which will be applied to your acceptance fee.
5. A personal telephone interview upon receipt of above items.

## **Keeper Experience**

Participants have the opportunity to live for a week or two in an historic lighthouse. Working as a keeper is a very rewarding and educational experience - it is not a vacation. If you would like more free time to spend in the area we can help you book a place to stay locally. Keepers can, however, thoroughly enjoy the time they spend here making new friends, learning new things, and having lots of fun with the experience. The view, the sunsets from the tower and the atmosphere are unforgettable, as well as the hiking trails and the many attractions of the region. The greatest benefit of working at Grand Traverse Lighthouse is the satisfaction of knowing that your efforts have contributed to the restoration and preservation of an irreplaceable part of Michigan's history.

# Grand Traverse Lighthouse Museum

## Application for the 2012 Lighthouse Keeper Program

Please list the names of the applicants. All lighthouse keepers must be 18 years of age or older.

Applicants must be on site as keepers for the agreed length of the stay. Singles are welcome to apply. We will make every effort to fill all four spaces and fit singles into the schedule. Upon receipt of your completed application a telephone interview will be scheduled.

Name (s) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

If individual applicants (or couples) wish to work together, each person or couple must submit a separate application, complete with resumes, references, etc. Please list below the names of other applicants with whom you would like to be scheduled.

### Application Procedure

#### NEW KEEPERS

Both sides of the application plus the membership form must be filled out completely, signed and returned as soon as possible, accompanied by the items listed below.

1. A letter stating why you want to be a keeper.
2. A brief resume listing your employment history and experiences you have had working with the public.
3. Two personal letters of reference.
4. A \$25 non-refundable deposit per person.

#### RETURNING KEEPERS

1. Completed/updated application and membership form.
2. A \$25 non-refundable deposit per person.

**Program Fee**

The full program fee of \$195.00 per person per week plus membership will be due upon assignment. **Refunds may be made until March 15. After March 15 it becomes difficult to book spaces so the program fee is non-refundable. The Grand Traverse Lighthouse Museum recommends you obtain travel insurance in case of unforeseen circumstances. \*Rates are subject to change without prior notice.\***

**2012 Schedule of Keeper Weeks**

Check all the weeks below that you are available to serve as a keeper for the 2011 season. The more dates you are available, the greater your opportunity for selection. Check with Program Coordinator for current availability. Spaces cannot be held without full remittance.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> March 30 – April 6 | <input type="checkbox"/> June 1 - 8         | <input type="checkbox"/> August 3 – 10            | <input type="checkbox"/> October 5 – 12           |
| <input type="checkbox"/> April 6 – 13       | <input type="checkbox"/> June 8 - 15        | <input type="checkbox"/> August 10 - 17           | <input type="checkbox"/> October 12 – 19          |
| <input type="checkbox"/> April 13 – 20      | <input type="checkbox"/> June 15 – 22       | <input type="checkbox"/> August 17 - 24           | <input type="checkbox"/> October 19 – 26          |
| <input type="checkbox"/> April 20 – 27      | <input type="checkbox"/> June 22 – 29       | <input type="checkbox"/> August 24 – 31           | <input type="checkbox"/> October 26 – November 2  |
| <input type="checkbox"/> April 27– May 4    | <input type="checkbox"/> June 29 – July 6   | <input type="checkbox"/> August 31 – September 7  | <input type="checkbox"/> November 2 – 9           |
| <input type="checkbox"/> May 4 – 11         | <input type="checkbox"/> July 6 – 13        | <input type="checkbox"/> September 7 - 14         | <input type="checkbox"/> November 9 – 16          |
| <input type="checkbox"/> May 11 – 18        | <input type="checkbox"/> July 13 – 20       | <input type="checkbox"/> September 14 - 21        | <input type="checkbox"/> November 16 – 23         |
| <input type="checkbox"/> May 18 – 25        | <input type="checkbox"/> July 20 – 27       | <input type="checkbox"/> September 21 - 28        | <input type="checkbox"/> November 23 – 30         |
| <input type="checkbox"/> May 25 – June 1    | <input type="checkbox"/> July 27 – August 3 | <input type="checkbox"/> September 28 – October 5 | <input type="checkbox"/> November 30 – December 7 |

My signature below indicates that I have read and understand this entire application, including the explanation of keepers' responsibilities and guidelines. I understand that there is no compensation for this position and also fully understand that, if accepted, I am agreeing to work at the lighthouse on the days and dates assigned to me for eight to ten hours each day. I understand that some aspects of the responsibilities require vigorous health and the ability to deal with the public and handle unexpected emergencies. I further understand that duties include working daily in the gift shop and museum admissions, and performing routine cleaning and maintenance. I agree to a personal telephone interview, to attend the orientation session if possible, and to work all hours assigned to me if I am selected to be a resident keeper.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Application MUST be signed. Both applicants must sign if applying as a couple.

Please mail to:

Grand Traverse Lighthouse Museum  
 Program Coordinator  
 P.O. Box 43, Northport, MI 49670  
 Phone (231) 386-7195  
[progcoor@triton.net](mailto:progcoor@triton.net)  
[www.grandtraverselighthouse.com](http://www.grandtraverselighthouse.com)