



## Grand Traverse Lighthouse Museum Winter Keeper Handbook 2012

### MISSION STATEMENT:

The purpose of the Grand Traverse Lighthouse Museum 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.

### INTRODUCTION:

The Grand Traverse Light Station stood vacant after closing in 1972. By 1985 a local group had organized and formed the Grand Traverse Lighthouse Museum (GTLM) with the goal of preserving the historic buildings and creating an interesting and educational "living museum" for the public to enjoy. Since the lighthouse opened to the public on Memorial Day, 1987, thousands of people have visited and climbed the tower for a spectacular view of Lake Michigan and the Manitou Passage.

Now, more than twenty five years later, this dedicated group of volunteers has surpassed those adventurous "days gone by". The Fog Signal Building has also been restored and houses some new exhibits, as well as a restored foghorn.

As a keeper, you are joining many other individuals whose commitment and dedication over the years has contributed to our success. Volunteers have spent countless hours restoring, protecting and interpreting this irreplaceable part of Michigan history. **Volunteers are the backbone of this organization.**

On the following pages, please find the scope of duties for the Winter Keeper Program, which runs from December through April, as well as the specifics of the program. There is a fee to participate in the program. This fee contributes to the continued upkeep and restoration of this historic site. This commitment is critical to continuing the restoration and preservation of Grand Traverse Lighthouse. Thank you for keeping the light shining.

## **GENERAL INFORMATION:**

**Children are welcome during the winter season and will be assigned appropriate tasks.**

You will be living in the north side of the lighthouse. The museum on the south side of the lighthouse is kept locked at all times but you will have full access to the lighthouse tower. Keepers share the bathroom and kitchen with lighthouse staff. Specific lighthouse related duties such as painting, minor repairs, exhibit installation, and snow removal will be required of keepers.

## **ARRIVAL AND DEPARTURE:**

Check in is at 10:00 a.m. A staff member will meet you at the lighthouse. As the lighthouse is located inside Leelanau State Park you will receive a green parking pass which allows you to enter the state park for free. Keep this displayed at all times. You will be able to pull your vehicle into the lighthouse parking lot to unload, then park where the signs say Lighthouse Staff in the state park lot. Check out is at 9:00 a.m.

### **DAY ONE**

- \*Check in 10:00 a.m. (drive your vehicle up to the lighthouse to unload, then back to lot)
- \*Orientation 11:00 a.m. until noon
- \*Lunch noon until 1:00 p.m.
- \*Projects 1:00 p.m. until 5:00 p.m.

### **DAY TWO**

- \*Projects 10:00 a.m. until noon
- \*Lunch noon until 1:00 p.m.
- \*Projects 1:00 p.m. until 5:00 p.m.

### **LAST DAY**

- \*Check out 9:00 a.m.

## **LIVING QUARTERS/WHAT IS HERE AND WHAT TO BRING:**

You will find the living quarters to be cozy and comfortable during your stay. The keepers share the kitchen facilities, the living room and the upstairs bathroom. There are two bedrooms, one upstairs and one downstairs. Each room has two twin beds.

The living quarters are comfortably furnished and the kitchen is well equipped with a stove, refrigerator, microwave, waffle maker, toaster, coffee maker, dishes, utensils, pots and pans, plus an iron and ironing board. The museum provides household items such as paper towels, bathroom tissue, napkins and cleaning supplies. There is a gas grill available.

Keepers provide all their own food, soap, shampoo and other personal items. You will also need to bring bed sheets, blankets, pillows, towels, and wash cloths. There is a washer and dryer on the premises but please bring your own laundry products.

### **GENERAL INTERIOR MAINTENANCE & APPEARANCE:**

Please keep the living quarters as neat and clean as possible during your stay. On the day that you are scheduled to leave, please give your quarters a thorough cleaning and leave them in “move-in” condition for those that follow you. Please remove all unused food when you leave including dry goods and condiments.

### **LIGHTHOUSE RESTORATION**

The museum has ongoing restoration projects in accordance with the Secretary of Interiors’ Standards for Rehabilitation and Guidelines for the Rehabilitation of Historic Buildings. No alterations to the facility, temporary or permanent, are permitted without prior written approval of the Board of Directors.

### **GENERAL EXTERIOR MAINTENANCE & APPEARANCE:**

One of your duties is to keep the exterior of the light station clean and attractive. Keepers are asked to keep snow from the sidewalks and to the Fog Signal Building ensuring visitors a safe pathway around the site.

Because the light station is a registered historic site, the use of campers and tents is permitted in the campground only. Keeper vehicles must be parked in the designated lighthouse staff parking area.

Please do not leave personal items on the porches and sidewalks or in other outdoor areas of the light station. The lighthouse grounds are open to the public at all times and we want to ensure that our visitors have a clean, uncluttered view for their photographs. There is a gas grill in the Oil House on site for keeper usage.

### **LIGHTHOUSE SECURITY:**

All exterior doors must remain locked at all times.

Upon arrival each keeper will be issued one set of keys to the living quarters. Everyone should be in possession of their keys at all times to avoid being locked out of the lighthouse. All keys must be returned at the end of your stay. There is a \$50 fee for non-returned keys. There are closets in the living quarters that can be locked. The GTLM cannot be responsible for items that may be lost or stolen.

### **THE COLLECTIONS:**

The collections of the GTLM are defined as all accessioned historical materials. Through these collections GTLM preserves and interprets the Grand Traverse Lighthouse property and its significance to the economic and social development of the Leelanau Peninsula. The collection documents home life, work life and community life since the lighthouse was commissioned in 1852, with special attention given to “life of a lighthouse keeper and his family”. The Museum Committee is responsible for all aspects of the historical collections. **Please do not move or touch any artifacts without the permission of the Executive Director.** Special training and white gloves are required to handle the artifacts.

### **GENERAL CONDUCT OF KEEPERS:**

- 1 NO smoking is permitted inside the buildings. Smoking outside must be done well away from all buildings, and all waste materials must be picked up and disposed of properly.
- 2 NO alcoholic beverages are allowed on the premises, either inside or outside the lighthouse.
- 3 NO pets are permitted inside the lighthouse.

### **TELEPHONE USE:**

Keepers are welcome to use the telephone for local calls. Those who need to make long distance calls are asked to charge them to their personal phone cards or reverse the charges as the museum does not have long distance service. Please do not accept collect calls except in an emergency. The number at the Grand Traverse Lighthouse Museum is **(231) 386-7195** and the number in the lighthouse residence is **(231) 386-5295**. You may bring your cell phone, but the reception is not reliable at this location.

### **LEELANAU STATE PARK 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 park 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 stay, this pass must be returned to a staff member.

### **PUBLIC RELATIONS:**

Keepers who receive inquiries from the press or other media about the GTLM or its programs should refer the inquiries to the Executive Director.

### **GIFT SHOP DISCOUNTS:**

As a keeper at the GTLM, you are entitled to a 25% discount on purchases made in the gift shop only during the weeks of your stay, with the exception of those items on sale. The discount applies to purchases made for your personal use and may not be extended to friends or relatives who may visit during your stay. You can make arrangements with a staff member to visit the gift shop which is closed during the winter.

**STORM/EMERGENCY POLICY:**

Responsibility for closing the facilities remains with the Executive Director. When the facilities are open to the public during storms or other community emergencies, keepers will be expected to be at their positions. Please keep a radio on at all times to be aware of alerts and warnings. The basement of the lighthouse is a refuge for the state park in case of a weather emergency.

**GUESTS:**

The Board of Directors understands that friends and relatives are very interested in this unique experience and may want to visit you while you are here.

1. Keepers will be living in the north apartment of the lighthouse. Overnight guests are prohibited. We only have space for four people.
2. Friends and relatives who visit during your stay are directed to park their vehicles in the State Park parking area. All visitors must pay the State Park Vehicle entry fee.

**FEE FOR PROGRAM:**

The Grand Traverse Lighthouse Museum charges a fee for the Winter Keeper Program. Volunteer keepers pay \$100.00 per night for up to four people. There is a 2 night minimum. Keepers are also asked to become members of the Grand Traverse Lighthouse Museum, the non-profit group that maintains the lighthouse. Cost is \$20.00 for an individual and \$30.00 for a family. This entitles you to 10% off all non-sale items in the gift shop, free admission for family and guests, a quarterly newsletter, and the right to one vote at the Annual Meeting. All monies collected directly benefit the Grand Traverse Lighthouse continual restoration and preservation.

**IMPORTANT TELEPHONE NUMBERS:**

Fire/Police (emergency)	911
Stef Staley, Executive Director	231-499-1787
Keeper Residence	231-386-5295
Lighthouse Office Phone	231-386-7195
Gift Shop Phone	231-386-9145
DNR Ranger Station	231-386-5422
Lisa Drummond	231-386-5575 (H) 231-883-8319 (C)

**ACCIDENT OR INCIDENT POLICY:**

Emergency Handbooks (red notebooks) are available containing information on the following:

- Animals in buildings
- Bomb threats
- Weather
- Emergency evacuation procedures
- Fire
- Medical problems
- Power failure
- Visitor problems
- Thefts
- Tornadoes/water spouts
- Water damage

Please call the Executive Director immediately if an emergency arises. **911 service is available here.**