

Grand Traverse Lighthouse Museum

Lighthouse Keeper Program – 2018

Thank you for your interest in the Keeper Program at the Grand Traverse Lighthouse Museum (GTLM). The following paragraphs describe 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 this program is right for you.

Mission Statement

The purpose of the Grand Traverse Lighthouse Museum is to preserve the site and to enhance the public's knowledge of the area's maritime heritage.

What is a Lighthouse Keeper?

The primary responsibilities of keepers are to greet and assist visitors and provide information about the lighthouse, museum, historic site and surrounding area. **Keepers must be energetic, comfortable speaking with the public, in excellent health, able to climb stairs and work 8 hours daily.**

Additional Responsibilities

In addition to providing visitors with an informative and educational experience, keepers are asked to maintain the facility by sweeping all areas, 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. The cost is \$150.00 per week per person. All returning keepers pay the application fee of \$75, which includes a sustaining membership.

The lighthouse is open to the public during the following advertised times.

12 noon to 4 p.m.	May, Labor Day through October
10 a.m. to 5 p.m.	Memorial Day through Labor Day

Those signing up for April, October and November will be more involved with cleaning, painting, minor repairs, inventory and other miscellaneous duties as well as opening and closing the museum and gift shop depending on the weather. Each Keeper gets off either Tuesday or Wednesday.

Friday is the transition day. Plan to arrive at 10:00 am on Friday morning. On the Thursday prior to your departure we will conduct an exit interview. On departure day please plan to have your morning chores done, be packed and have all personal items removed by 9:00 a.m. From 9 am to 10 am the apartment is being cleaned for the incoming keepers.

Orientation Program

All new keepers are asked to attend a scheduled orientation day each May. This orientation, while not required, is very beneficial in your historical and procedural training. Returning keepers are welcome to

attend. 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. Remember that the living room and kitchen are a common area and you should be respectful of the other keepers staying in this space.

Rules and Regulations

The only access to the Lighthouse is through the Leelanau State Park. As a keeper, you will be given a Grand Traverse Lighthouse Museum parking pass **upon arrival**. This pass allows you access into the park only during the time you are a keeper at the lighthouse.

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 on Friday morning **ONLY**.

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 application fee per person which is applied to your acceptance fee.
5. A personal telephone interview upon receipt of above items.
6. Once approved each person will be required to pay the \$150.00 keeper program fee

Keeper Experience

There are few programs which offer the participants an 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. 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

Lighthouse Keeper Program Application – 2018

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: _____ E-Mail Address: _____

Have you ever participated in a Keeper Program at another lighthouse? If so, which one(s)?

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 application fee per person. Balance due upon assignment.

RETURNING KEEPERS

1. Completed/updated application.
2. Application fee of \$75 per individual (this includes the annual sustaining membership per person.

Program Fee

The full program fee of \$150.00 per person per week or membership will be due upon assignment. All fees are 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.*

2018 Schedule of Keeper Weeks

Check all the weeks below that you are available to serve as a keeper for the 2018 season. The more dates you are available, the greater your opportunity for selection. Check the on-line calendar at (grandtraverselighthouse.com) or call for current availability. Spaces cannot be held without full remittance.

2018 Schedule of Keeper Weeks

<ul style="list-style-type: none"> <input type="checkbox"/> April 6-13 <input type="checkbox"/> April 13-20 <input type="checkbox"/> April 20-27 <input type="checkbox"/> April 27-May 4 <input type="checkbox"/> May 4-11 <input type="checkbox"/> May 11-18 <input type="checkbox"/> May 18-25 <input type="checkbox"/> May 25- June 1 <input type="checkbox"/> June 1-8 <input type="checkbox"/> June 8-15 <input type="checkbox"/> June 15-22 <input type="checkbox"/> June 22-29 	<ul style="list-style-type: none"> <input type="checkbox"/> June 29-July 6 <input type="checkbox"/> July 6-13 <input type="checkbox"/> July 13-20 <input type="checkbox"/> July 20-27 <input type="checkbox"/> July 27- August 3 <input type="checkbox"/> August 3-10 <input type="checkbox"/> August 10-17 <input type="checkbox"/> August 17-24 <input type="checkbox"/> August 24- 31 <input type="checkbox"/> August 31-September 7 <input type="checkbox"/> September 7-14 <input type="checkbox"/> September 14-21 <input type="checkbox"/> September 21-28 	<ul style="list-style-type: none"> <input type="checkbox"/> September 28- October 5 <input type="checkbox"/> October 5-12 <input type="checkbox"/> October 12-19 <input type="checkbox"/> October 19-26 <input type="checkbox"/> October 26- November 2 <input type="checkbox"/> November 2-9 <input type="checkbox"/> November 9-16 <input type="checkbox"/> November 16-23 <input type="checkbox"/> November 23-30 <input type="checkbox"/> December 3-7
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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 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, fog signal building, 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
P.O. Box 43, Northport, MI 49670
Phone (231) 386-7195
Email: info@grandtraverselighthouse.com
Website: www.grandtraverselighthouse.com