

## **Grand Traverse Lighthouse Museum Keeper's Program - Application for the 2009 Season**

Thank you for your interest in the Keeper's program at the Grand Traverse Lighthouse Museum (GTLM). The following paragraphs describe in detail the expectations and responsibilities. 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.

### **Purpose Statement**

The purpose of the GTLM is to effectively restore, maintain and develop the Grand Traverse Lighthouse property in cooperation with other concerned agencies, for the enjoyment of the public and to enhance knowledge and understanding of the area's history and cultural heritage.

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

The primary responsibilities of Keepers are to greet visitors and provide them with historical information about the museum. They also work in the gift shop and help with maintenance of the buildings and grounds. Keepers are required to learn basic historic information about the Lighthouse. They must be energetic, comfortable speaking with the public, in excellent health, able to climb stairs, and work 8 to 9 hours.

### **Additional Responsibilities**

In addition to providing visitors with an informative and educational experience, Keepers have numerous other responsibilities. They are asked to maintain the facility by sweeping floors, sidewalks and tower stairs, painting, removing trash, vacuuming and thoroughly cleaning the living quarters upon their departure. Other duties include keeping the gift shop neat, orderly, well stocked, receive & inventory merchandise shipments, and price the merchandise. **All participants** are trained to operate the computerized cash register in the gift shop. (If you can point & click a mouse, it will be easy.) Occasionally, lawn maintenance and trimming may also be required.

### **Tours of Duty**

Keepers may work for a period of one week or two weeks. There is a program charge of \$390 for members or \$440 for non-members per person for two weeks, or \$195 for members or \$220 for non-members per person for one week. Four adults (combinations of couples and/or singles) 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 June 1 through Labor Day museum hours are 10 a.m. - 6 p.m. During open hours, Keepers are required to be on site other than their scheduled time off (2 half days per week). Each Keeper will be required to work a minimum of 8 hours per day. During peak season 9 and 10 hour days are not uncommon. Those signing up for April, November and December will be involved with cleaning, painting, minor repairs, moving things to and from storage, inventory and other miscellaneous duties.

### **Orientation Program**

All new Keepers from Michigan, Ohio, Indiana and Illinois, who are accepted into the program, are required to attend a scheduled orientation day prior to opening of season. New Keepers from other states are strongly recommended to attend this orientation. This orientation is very beneficial in your historical and procedural training for your upcoming keeper week.

If you are a returning keeper, you will not be required to attend an orientation. A brief refresher will be given the day you arrive. **On your scheduled arrival date, please plan to arrive at the lighthouse no later than**

**9:30 A.M.** Incoming Keepers must be ready to work immediately following a morning training session. On the day you move out, please plan to be packed and have all personal items removed by 9:00 A.M. Outgoing Keepers will be able to leave after a short exit interview.

## **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. Everyone shares the living room and kitchen, and provide all of their own food. The quarters are well equipped with dishes, cooking utensils, appliances (coffee maker, toaster, microwave, etc.) even an ironing board and iron, and paper products. Keepers provide their own sheets (twin bed), pillows, blankets, towels and wash clothes. 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.

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. 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 upon arriving and departing for their scheduled tour of duty. Guests are to park in the regular state park parking lot and walk to the lighthouse.

## **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.
5. A personal telephone interview upon receipt of above items.

## **Keeper Experience**

There are few lighthouses that have Keeper 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 learning experience - it is not a vacation of "R & R". Keepers can, however, thoroughly enjoy the time they spend here making new friends, learning new things, and having lots of fun with the experience of "Keeping a Lighthouse". 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 one's efforts have contributed to the restoration and preservation of an irreplaceable part of Michigan's history.

# Grand Traverse Lighthouse Museum

## Application for the 2009 Lighthouse Keeper's 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 entire one or two weeks depending upon the agreed length of the stay. Singles are welcome to apply. We will make every effort to fit singles into the schedule.

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.

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Telephone interviews will be required. Upon receipt of your application an interview will be scheduled.

Please check:

I (we) have visited the Grand Traverse Lighthouse Museum (Date of most recent visit: \_\_\_\_\_)

I (we) have not been to the Grand Traverse Lighthouse Museum

I (we) would like our e-mail address/phone number shared with our fellow roommates/keepers

### Application Procedure

#### NEW KEEPERS

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

1. A letter of application 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, either as an employee, volunteer or manager.
3. Two personal letters of reference.
4. A \$25 non-refundable deposit per person.

#### RETURNING KEEPERS

1. Completed application.
2. A \$25 non-refundable deposit per person.

**Program Fee**

The Program fee will be due upon assignment. **Refunds may be made until March 15. After March 15 the program fee is non-refundable.** The Grand Traverse Lighthouse Museum recommends you obtain travel insurance in case of an emergency, problems or other unforeseen circumstances. \*Rates are subject to change without prior notice.\*

**2009 Schedule of Keeper Weeks**

Check the all weeks below that you are available to serve as a keeper for the 2009 season. The more dates you are available, the greater your opportunity for selection. If available only one of the two weeks within the time period please put the dates of the week you are available. Please note some weeks have been partially filled – meaning 1, 2 or 3 more people could be accepted there.

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

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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 to ten hours each day. I understand that some aspects of the responsibilities, particularly the providing of tower tours, require vigorous health and the ability to deal with the public and handle unexpected emergencies. I further understand that duties include working in the gift shop and performing routine cleaning and maintenance. I agree to a personal telephone interview, to attend the required orientation session 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

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