

# Grand Traverse Lighthouse Museum

## Lighthouse Keeper Program – 2024

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 ensure 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.**

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, as well as receiving and pricing the merchandise. Keepers are trained to operate the computerized cash registers in the gift shop and admissions area. Your presence at the lighthouse provides on-site security for this historic location.

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

#### Main Season: (Apr-Oct)

Keepers work for a period of one week. The cost is \$200 per week/per person. Membership is not required, but we do encourage you to support the GTLM with annual membership. All keepers arrive on Thursday afternoon/evening. Each Keeper gets one day off a week, either Monday or Tuesday. Keepers depart by 10 am on Thursday morning.

The lighthouse and gift shop are open daily to the public during the following advertised times. Times are subject to change without notice. (10 am to 4 p.m.- April, May, Labor Day through October and 10 a.m. to 5 p.m. - Memorial Day through Labor Day)

#### Off Season: (Nov-March)

Keepers work for a 3-day period, arriving on Thursday by 4 pm. Workdays are Friday, Saturday and Sunday (10 am to 3 pm), with departure on Monday by 10 am. The cost is \$100 per person. Keepers may extend their off- season program for \$25 per person/per day. Extended days can be used for a day off and/or projects.

### **Orientation Program**

All keepers are required to participate in our online orientation program. You will be notified when those will take place.

## **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. Keeper's share the bathroom facilities with staff during open hours. All keepers share the living room and kitchen and provide all their own food. The quarters are well equipped with dishes, cooking utensils, appliances towels and bedding. Keepers provide their own pillows. 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 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, open flames of any kind, 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 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 Thursday morning ONLY. Cars may not be parked overnight by the lighthouse.

### **Application Procedures and Interviews**

New applicants must complete, sign and return the attached application form. Plus, the following:

- 1 A letter explaining why you want to be a Keeper and 2 personal letters of recommendation.
- 2 A brief resume including your employment history and other experience.
- 3 A \$50 non-refundable application fee per person.
- 4 A telephone interview upon receipt of the above items. Once you are accepted into the program, the balance of the keeper fee is due upon receipt.

**PLEASE NOTE: YOU MUST SUBMIT THE APPLICATION AND APPLICATION FEE IN ORDER TO BE ADDED TO THE ON-LINE CALENDAR. WE ARE UNABLE TO HOLD WEEKS DUE TO THE CONTINUED NUMBER OF PEOPLE LOOKING FOR OPEN WEEKS.**

## **Keeper Experience**

There are few programs which offer the participants an opportunity to live for a week 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 – 2024

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. 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)?

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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 the names of other applicants with whom you would like to be scheduled. \_\_\_\_\_

### **Application Procedure-Main Season**

#### New Keepers

New applicants must complete, sign and return the attached application form. Plus, the following:

1. A letter explaining why you want to be a Keeper and 2 personal letters of recommendation.
2. A brief resume including your employment history and other experience.
3. A \$50 non-refundable application fee per person. The total fee is \$200 per person.
4. A telephone interview upon receipt of the above items. Once you are accepted into the program, the balance of the keeper fee is due upon receipt.

#### Returning Keepers

1. Completed/updated application and fee of \$200 per individual.

### **Application Procedure-Off-Season**

#### New Keepers

New applicants must complete, sign and return the attached application form. Plus, the following:

1. A letter explaining why you want to be a Keeper and 2 personal letters of recommendation.
2. A brief resume including your employment history and other experience.
3. A \$50 non-refundable application fee per person. The total fee is \$100 per person.
4. A telephone interview upon receipt of the above items. Once you are accepted into the program, the balance of the keeper fee is due upon receipt.

#### Returning Keepers

1. Completed/updated application and fee of \$100 per individual.

## Program Fee

The program fee of \$200 per person per week for the main season or \$100 for 3 days for the off-season. 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.

## 2024 Schedule of Keeper Weeks

Check all the weeks below that you are available to serve as a keeper for the 2024 season. The more dates you are available, the greater your opportunity for selection. Check the on-line calendar at ([grandtraverselighthouse.com](http://grandtraverselighthouse.com)) or call for current availability. Spaces cannot be held without an application and application fee. **Red dates = Off season**, Black dates = Main season

	Jan 5-8		Apr 4-11		Jul 4-11		Oct 3-10
	Jan 12-15		Apr 11-18		Jul 11-18		Oct 10-17
	Jan 19-22		Apr 18-25		Jul 18-25		Oct 17-24
	Jan 26-29		Apr 25-May 2		Jul 25-Aug 1		Oct 24-31
	Feb 2-5		May 2-9		Aug 1-8		Nov 1-4
	Feb 9-12		May 9-16		Aug 8-15		Nov 8-11
	Feb 16-19		May 16-23		Aug 18-22		Nov 15-18
	Feb 23-26		May 23-30		Aug 22-29		Nov 22-25
	Mar 1-4		May 30-Jun 6		Aug 29-Sep 5		Nov 29-Dec 2
	Mar 8-11		Jun 9-13		Sept 5-12		Dec 6-9
	Mar 15-18		Jun 13-20		Sept 12-19		Dec 13-16
	Mar 22-25		Jun 20-27		Sept 19-26		
	Mar 28-Apr 4		Jun 27-Jul 4		Sept 26-Oct 3		

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 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. If I have any questions I will reach out to the staff for more info.

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](mailto:info@grandtraverselighthouse.com)