



ROBIE HOUSE FACILITIES ASSISTANT POSITION

The Frank Lloyd Wright Preservation Trust (FLWPT) is a preservation nonprofit, managing two historic house museums, the Frank Lloyd Wright Home & Studio and the Fredrick C. Robie House.

We are looking for a Facilities Assistant for the Robie House, which is under restoration, in Hyde Park. This is a full-time position, with benefits. The successful applicant will be required to work a five-day work week to include a regular weekend day.

Job Description:

1. General care and preventive maintenance of the mechanical systems, museum, and grounds
2. Carrying out tasks assigned from the preservation maintenance and housekeeping plans
3. Prepare monthly reports on preservation, maintenance, and restoration projects that have been completed and future work
4. Assist in the preservation and maintenance of the original historic fabric of the building, by cleaning and surveying art glass windows, original wood trim, and hardware
5. Assist with restoration projects and other special needs, as assigned
6. Daily housekeeping duties of the museum, offices, and bathrooms
7. Assist with special events, including moving furniture, after-hours cleaning, and modified security procedures

Qualifications:

Associate's degree, or equivalent trade experience required. Bachelor's degree preferred. Education and/or experience working with historic properties. Interest and/or experience in historic preservation or restoration required. Ability to learn and apply maintenance and housekeeping procedures specific to the Robie House and its museum environment. Ability to lift loads of 50 pounds. Must be self-directed and able to work independently, with appropriate attention to detail.

Apply:

Applications may be submitted to kanderson@wrightplus.org, and should include cover letter and resume, and salary requirements to be considered. Indicate *RH Facilities Assistant* in the subject line of the email, or fax to 773-324-6099. Applications may also be filled out at the Robie House, 5757 South Woodlawn, Chicago. Deadline for applying is March 15, 2008. Position begins as soon as possible. No phone calls please.