

NUHOU CORPORATION

Exhibit Conservator

Job Description for HR Symphony

Exhibit Conservators are directly supervised by the Project Manager and are responsible to the Executive Director. Exhibit Conservators are responsible for maintaining the traditional cleaning schedule and practices established by Mrs. Sam Wilcox in the late 1800's, while serving as conservators for the aged and fragile collections and maintaining the building interiors.

Duties and Responsibilities

- Serve as conservator and preservationist to aged and fragile objects.
- Maintain the interiors, windows, lanai, and all historic collections contained in the various buildings.
- Chores include, but are not limited to, dusting, sweeping, dust mopping, wet mopping, vacuuming, window washing, silver and brass polishing, and flower arranging.
- Open and close buildings on tour days.
- Provide additional security and monitoring for the collections, buildings and site.
- Exhibit Conservators are an active part of the overall exhibit and visitor experience.
- Perform other duties as assigned by the Project Manager or Executive Director.

Qualifications

- Experience in cleaning and maintenance of interiors.
- Ability to prioritize tasks and meet deadlines.
- Ability to lift 35 pounds.
- Ability to work independently and accept supervision appropriately.

Benefits

- Group Medical and Dental Insurance
- Paid Vacation
- Paid Holidays
- Paid Sick Leave
- 401(k)