Bucks County Historical Society

Immediate Opening: *Facilities Associate – Full-Time*




Organizational Background

Located in Doylestown, in the heart of Bucks County, PA, the Mercer Museum & Fonthill Castle, operated by the Bucks County Historical Society (BCHS), are two historic concrete castles that celebrate the life and legacy of Henry Chapman Mercer (1856-1930), American archaeologist, anthropologist, ceramicist and scholar.

The Mercer Museum, one of Bucks County's premier cultural attractions and a Smithsonian affiliate, features both local and national seasonal exhibits as well as a collection of over 50,000 pre-Industrial tools. This permanent collection offers visitors a unique window into pre-Industrial America and is one of the world's most comprehensive portraits of American material culture.

Fonthill Castle was home to Henry Chapman Mercer and served as a showplace for his collection of tiles and prints. Fonthill Castle features Mercer's renowned, handcrafted ceramic tiles designed at the height of the Arts and Crafts movement.

Job Description

Mercer Museum & Fonthill Castle, operated by the Bucks County Historical Society, seeks a reliable, diligent, detail-oriented team player to perform essential custodial, maintenance, grounds care, and landscaping tasks at its various properties.

As a member of the Facilities Team, the Facilities Associate performs a variety of maintenance and custodial tasks at the Mercer Museum and Fonthill Castle, as well as other extended buildings operated by the Bucks County Historical Society.

This position is supervised by the Director of Facilities, and requires both weekday and weekend hours. This is an hourly, non-exempt position, requiring approximately 37.5 - 40 hours/week (full-time).

Overview of Duties

Duties include custodial, sanitization & housekeeping tasks; grounds maintenance and landscaping work; program and special event set-up and support; other maintenance tasks. When performing these duties, the Facilities Associate is expected to demonstrate a sensitivity and commitment to the unique and historic nature of our sites.

Key areas of responsibility:

- Perform custodial & housekeeping tasks, including cleaning restrooms, mopping, dusting, sweeping, vacuuming, trash removal and re-supplying stock as needed.
- Perform essential sanitization and disinfection tasks in both public and behind-the-scenes areas to ensure a healthy environment for guests and staff.
- Perform grounds maintenance tasks, including trimming, weeding, leaf removal, litter clean-up and related tasks.
- Assist with set-up/breakdown of special programs and events; assist with custodial support of special events.
- Perform minor building and facilities maintenance tasks, and other duties as assigned based on qualifications.
- Take special care when cleaning or performing work in museum and library spaces.
- Train to perform specialized housekeeping activities in collaboration with the curatorial team.

Key Qualifications

- Ability to meet all physical demands of the position on a daily basis, including standing, walking, climbing stairs and ladders, seeing, reaching/bending, working at heights, and lifting a maximum of 50 lbs.
- Ability to work carefully and safely
- Ability to utilize common power and hand tools to accomplish maintenance tasks
- Ability to work flexibly on a team as well as independently as needed
- Ability to take direction from supervisor(s)
- Ability to use email and other basic technology as needed
- Ability to prioritize and plan time efficiently
- Good communication skills
- Possession of a valid Pennsylvania driver's license

Education or Equivalent Experience

- High School Diploma or GED Equivalency
- A proven employment record demonstrating honesty, diligence, reliability and dependability
- Previous facilities experience preferred

Non-Exempt compensation is $20/hr., or the equivalent of approximately $39,000 – $41,000/year, plus benefits.

Interested candidates should send a cover letter, résumé, and three references as a single PDF to careers@mercermuseum.org, ATTN: Facilities Associate.

The Bucks County Historical Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.