

**Position Title:** Custodian, Historic Properties

**Department:** Historic Properties

**Location:** Abiquiu, NM

**Pay Range:** $17.00

**Hours:**  Full-Time, Non-Exempt

**Position Summary**

The Georgia O’Keeffe Museum is searching for an experienced Custodian to join our team in Abiquiu, NM. The Historic Properties Custodian is responsible for maintaining the cleanliness and care of the Georgia O’Keeffe Museum’s Abiquiú campus, including the O’Keeffe Welcome Center and two historic properties: the Home & Studio in Abiquiú and Ghost Ranch. This role ensures a pristine and welcoming environment for visitors while adhering to National Trust Housekeeping Guidelines to preserve the historic properties and collections and following site specific guidelines established by Museum conservation staff. Key responsibilities include daily housekeeping tasks such as restroom cleaning, vacuuming, and trash removal, as well as cyclical care for exhibition spaces and historic furnishings.

The Historic Properties Custodian also assists with seasonal rotations of museum objects, monitors collections, and maintains inventory of cleaning supplies and tools. This role requires attention to detail, responsiveness to emergencies, and a commitment to preserving the Museum’s historic and exhibition spaces. Additional duties may be assigned based on the needs of the organization

**Responsibilities include but not limited to**

**Facilities Maintenance**

* Provide custodian care for Georgia O’Keeffe Museum’s Abiquiu campus including the O’Keeffe Welcome Center and two historic properties: the Home & Studio in Abiquiu and the Home & Studio at Ghost Ranch
* Provide standard on-going housekeeping for the O’Keeffe Welcome Center including restroom cleaning, daily vacuuming, and trash removal; provide responsive housekeeping in case of emergencies, e.g. spills
* Provide care for exhibition spaces and historic properties following National Trust Housekeeping Guidelines, including cyclical dusting, watering plants, vacuuming upholstered furniture and window treatments, and cleaning glass and mirrored surfaces
* Assist with seasonal and cyclical rotation of museum objects.
* Maintain inventory of all cleaning supplies and tools needed to carry out this function.

**Special Projects or Additional Duties**

* Monitor all collections objects and furnishings in exhibitions and in historic properties.
* Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

**Background and Qualifications**

* GED or HS diploma, Required
* 2+ Years’ experience working in a similar Custodian/Maintenance role

**Skills and Abilities**

* Good problem-solving abilities with a positive approach.
* Strong initiative with a positive proactive dependable approach to work.
* Excellent verbal communication skills.
* Demonstrated experience with, and knowledge of, best safety practices on a construction or work site.
* Must meet the physical requirements of the job, to include but not limited to: Ability to climb stairs or a ladder, bending, kneeling, stooping, working with hands above shoulder level, and lift (weight varies based on product)
* Must be able to safely use hand tools, and other equipment to complete jobs
* Be flexible to work holidays.

**Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume to:**

**Jobs@okeeffemuseum.org**

***The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.***

Applicants must be authorized to work in the US for any employer, without needing sponsorship.