



**Job Description**  
**Longue Vue House and Gardens**  
**Part-time Facilities Staff**

November 1, 2021

**Objective**

The Part Time Facilities Staff Member will be a part of Longue Vue's dynamic facilities team, executing daily maintenance and upkeep of the Longue Vue Grounds and historic house and surrounding buildings on the eight-acre site. This position will also assist with the set-up, take-down, and execution of Longue Vue events and programs.

**Mission**

Inspired by our humanitarian and artistic legacy, the mission of Longue Vue is to be a leader in the advancement of innovative thought, creative expression, and lifelong learning, and to engage our resources and exceptional setting to stimulate discussion and action on issues of social justice and community responsibility.

Longue Vue facilities staff must be able to engage with the public, share the Longue Vue story, and represent the overall mission of Longue Vue.

**Physical Work Environment**

The best candidate will thrive working outdoors in changing weather conditions.

**Essential Functions**

Job functions include but are not limited to; janitorial, painting, trash removal, fountain cleaning, set-up and take-down of tables and chairs for events, and performing other maintenance required to support the function of the museum.

**Physical Demands, Role and Requirements**

- Must be able to comfortably lift 50 lbs.
- Must be self-motivated and able to work independently.
- Must be able to follow directions and stay focused on the assigned task.
- Must have excellent cooperation and communication skills.
- Must endure extended periods of physical activity, stooping, bending, and lifting daily.
- Must assist in emergency preparation as needed.
- Must enjoy working with other staff and volunteers.
- Must be reliable.
- Must have flexible hours and be available on weekends.
- Must be willing to work additional hours during high-volume seasons and events.
- Must have a positive attitude and high energy.
- Must be self-motivated and highly productive.
- Must be comfortable working in a diverse, equity-focused environment.

*Inspired by our humanitarian and artistic legacy, Longue Vue's mission is to be a leader in the advancement of innovative thought, creative expression, and life-long learning, and to engage our resources and exceptional setting to stimulate discussion and action on issues of social justice and community responsibility.*

**Position Type/Expected Hours of Work**

This is an entry-level part time position scheduled 30 hours per week within Monday-Sunday 7AM-5:30PM, to include evening work 2-3 times annually.

**Sustainability**

Longue Vue is a leaf blower-free zone. The garden team practices all-natural gardening. Longue Vue is also a chemical-free zone. The facilities team uses all-natural cleaning agents and pesticides wherever possible.

**Apply**

To apply, send your résumé and cover letter directly to Anna Bell Jones, Director of Internal Affairs at [ajones@longuevue.com](mailto:ajones@longuevue.com)

For more info go to <https://longuevue.com/>

*Inspired by our humanitarian and artistic legacy, Longue Vue's mission is to be a leader in the advancement of innovative thought, creative expression, and life-long learning, and to engage our resources and exceptional setting to stimulate discussion and action on issues of social justice and community responsibility.*