



Seasonal Grounds & Maintenance Assistant Job Description

Position Details:

Classification: Seasonal, Part-Time, Non-Exempt

Compensation: \$18.00–\$20.00 per hour, commensurate with experience

Hours: Up to 16 hours per week; schedule to be determined with supervisors (early morning or evening hours may be required, occasional weekend availability may be required to support public events or programs)

Duration: April 2026 through September 2026 — approximately five months

Location: On-site at Graycliff, Derby, NY; outdoor work required

Reporting to: Director of Facilities & Preservation

Frank Lloyd Wright's Graycliff is seeking a dependable and hardworking Seasonal Grounds & Maintenance Assistant to support the care and upkeep of our museum grounds, exterior spaces, and interior facilities during Spring and Summer 2026. This position reports to the Director of Facilities & Preservation and works closely to ensure the museum's indoor and outdoor spaces remain welcoming, safe, and well-maintained for visitors and staff. This is a great opportunity for someone who takes pride in hands-on work and wants to contribute to the care and preservation of a historic or cultural property.

Grounds & Exterior Duties:

- Assist with general grounds maintenance including mowing, string trimming, blowing, and brush & debris management
- Occasionally provide support to the Head Gardener with watering duties
- Maintain pathways, walkways, and exterior visitor areas to ensure they are clean, safe, and accessible
- Assist with the setup and breakdown of outdoor spaces for events and public programs
- Operate and perform basic maintenance on grounds equipment such as lawn mowers, trimmers, and blowers
- Monitor grounds for hazards (e.g., standing water, damaged infrastructure) and report concerns to the Director of Facilities & Preservation
- Support seasonal tasks such as mulch delivery or spring opening procedures (as applicable)

Interior Maintenance Duties:

- Assist the Head of Housekeeping and Cleaning Company Staff in performing routine interior cleaning and upkeep of common areas, restrooms, storage spaces, and back-of-house facilities
- Assist with minor interior repairs such as patching, painting touch-ups, fixture replacement, and furniture assembly at the direction of the Director of Facilities & Preservation
- Support the setup and breakdown of indoor spaces for events, exhibitions, and public programs
- Monitor interior spaces for maintenance needs (e.g., lighting, HVAC filters, plumbing issues) and report concerns promptly
- Assist with moving, storing, and organizing furniture, equipment, and supplies as directed
- Help maintain the cleanliness and organization of maintenance storage areas, sheds, and utility spaces

General Duties:

- Follow all safety protocols, including proper use of tools, equipment, and any required personal protective equipment (PPE)
- Communicate effectively with supervisors regarding task progress, supply needs, and any facility concerns
- Assist with other facilities-related tasks as assigned by the Director of Facilities & Preservation
- Assist with a wide range of facilities, grounds, and operational tasks as needed to support the day-to-day functioning of the property.
- Help maintain the overall appearance and presentation of the property to ensure grounds and visitor areas meet the standards expected of a historic site and museum.

Skills and qualifications required:

- Ability to perform sustained physical outdoor work including lifting (up to 50 lbs), bending, kneeling, and standing for extended periods
- Comfortable working outdoors in varying weather conditions
- Reliability, punctuality, and a strong work ethic
- Ability to follow instructions and work cooperatively as part of a small team
- Valid driver's license or reliable transportation to the work site

Skills and qualifications preferred:

- Prior experience in landscaping, groundskeeping, building maintenance, or a related field
- Familiarity with hand tools and basic power equipment (mowers, trimmers, blowers, drills, etc.)
- Experience operating equipment such as small loaders or tractors
- Basic knowledge of interior maintenance tasks such as painting, minor repairs, or janitorial work
- Interest in historic preservation, museum settings, or public gardens

This job description is intended to describe the general nature of the role. It is not an exhaustive list of all responsibilities, duties, or qualifications.

To Apply: Submit a resume and brief note of interest to Shawn Weishaar, Director of Facilities & Preservation, at sweishaar@graycliffestate.org. Applications are reviewed on a rolling basis. No phone calls, please.

We value a diverse and inclusive workplace and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, or any other protected characteristic under applicable law. We welcome all qualified applicants to apply.

Updated 3/23/26