



The
Brinton
Museum

Job opening: Events & Grounds Person at The Brinton Museum

Job opportunity to be a part of the team at The Brinton Museum, located on the beautiful 620-acre historic Quarter Circle A Ranch in Big Horn, Wyoming. *The Brinton Museum is a multi-faceted institution with a mission to connect the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.*



The vision of The Brinton Museum is to expand upon the work of Helen Brinton, who in 1960 established an institution named after her brother Bradford. Helen's intent was to preserve the Quarter Circle A Ranch and the Brintons' collection of fine art, furnishings, historic and American Indian artifacts and make them accessible to the public. It was her desire that the institution be a source of education and enjoyment to all visitors, regardless of nationality, race, color or creed.

POSITION SUMMARY: The Events & Grounds Person is a seasonal position that helps prepare for and carry out events at the museum and on the grounds (i.e. weddings, catered events, artist receptions, etc.). This position sets up tables, chairs, tents, and other equipment needed for events and helps during events with parking, transporting guests on golf carts, emptying trash, moving equipment and lending a hand to the catering team as needed. When events finish, this position helps tear down and clean up. Outside of event facilitation, this position helps with grounds work and custodial duties.

ESSENTIAL DUTIES AND FUNCTIONS:

Events:

- Assist with putting up and taking down event tents (large pole canopy and smaller canopy).
- Set up and take down equipment for museum events and private event rentals.
- Drive vehicles and equipment (including tractors) to move equipment to various locations on the property.
- Assist with parking and shuttling guests.
- Assist with clean up after events working with The Bistro managers with anything they need.
- Deliver The Bistro catering trailer to necessary locations on property.

Grounds:

- Assist other Grounds Person with mowing, weed eating, and fertilizing on the Quarter Circle A Ranch.
- Assist with upkeep and maintenance of the lawn and garden tools; help ensure proper tool and machinery settings and fuel levels to ensure safe and quality usage.
- Assist with sweeping and clearing leaves and debris from lawns, paths, steps and drains.
- Use and maintain hand tools and basic light machinery.
- Use cylinder and rotary mowers and petrol based mechanical tools.
- Drive vehicles and equipment (including tractors) as required for grounds maintenance operations.

- Applies chemicals where directed.
- Keeps the tool store clean and tidy.

Custodial/Buildings:

- Assist with completing daily and weekly cleaning schedules which include bathrooms, sweeping/mopping all floors, vacuuming rugs and carpeted areas, taking out trash, wiping down stainless steel, washing windows, running floor scrubbing machine, and other duties as assigned.
- Assist with necessary building repairs.

SCHEDULE

- 40 hours per week
- 4 days per week (Thursday to Sunday)
- 7am to 4pm (non-event days) & 2pm to 1am (event days)
- Not all events run until 1am, but should be prepared to work that late unless notified otherwise per event schedule

DESIRED EDUCATION AND EXPERIENCE:

- High School diploma or equivalent required
- Vehicle and equipment operation experience required
- Grounds keeping and construction experience a plus
- Must be a reliable worker who is able to perform routine tasks without supervision

QUALIFICATIONS AND SKILLS:

- Values team members and works to be part of the solution when problems arise
- Ability to work independently and manage time effectively
- Enjoy working outdoors in the elements year round
- Exhibits responsibility and takes ownership
- Hardworking and easy to get along with
- Friendly, caring and responsible
- Positive attitude that supports the team and the work that needs to be done
- Ability to lift 75 pounds
- Availability to work weekends in summer

COMPENSATION AND BENEFITS:

\$15/hour, plus a portion of event service fees. Seasonal, non-benefited position.

***Qualified candidates please email cover letter and resume to
kheimbuck@thebrintonmuseum.org***

For questions regarding the position please contact Andy Sutphin at 307-272-9532

To learn more about The Brinton Museum go to thebrintonmuseum.org