



# Wethersfield Historical Society

Where history happens every day.

## **Position: Tour Guide - Weekends**

**General:** Part-time, non-exempt position, 6-12 hours/month. Tour Guides are responsible for leading visitor tours of our historic sites, the Cove Warehouse and Hurlbut-Dunham House. They will open and close the museum building, and perform light cleaning and security checks. Guides are expected to be welcoming and enthusiastic and report to their scheduled shifts on time. They may also be asked to help with school field trips, adult tours and the society's educational, cultural and fundraising events and programs. Wethersfield Historical Society is an equal opportunity employer and is committed to providing a welcoming and inclusive space for visitors, staff and volunteers.

## **Responsibilities:**

- Conduct guided tours that present a fun, engaging and educational interpretation of the Cove Warehouse and Hurlbut-Dunham House.
- Arrive on site on time to open the museum buildings and exhibits to the public. Close and alarm the building after your shift is complete.
- Foster a positive relationship with established volunteers while deferring to their expertise when working alongside.
- Light cleaning – sweeping, dusting, wiping down surfaces etc. as previously trained by staff to best ensure the safety of the public and the collection.
- Securely check the property upon arrival, during shift and closing, immediately alerting staff to any emergency issues (security concern, water damage, missing or damaged object, suspicious individual, etc.) and recording any minor issues (low brochures, etc.) on sign-in sheet.
- Takes appropriate emergency action as warranted in the event of accident or injury to ensure the welfare of all, and notify appropriate staff immediately of any emergency situation.
- Additional opportunities to assist with programs, school group visits, private events and behind the scenes museum training are available outside of the normal schedule.
- Be familiar with the historical society and its current programs, and relay this information to our visitors.
- Business casual dress required.
- Cover the Keeney Center front desk and work society events as needed.

## **Experience**

- Successful candidates must be comfortable working independently, are confident, welcoming and outgoing individuals who aren't afraid to ask questions, and who show an interest in expanding their knowledge of local history. Candidates should have reliable attendance, and an enthusiasm for working with visitors of all ages. A customer service background and college coursework are preferred, but not required. This position is great for retirees, college students, those interested in museum work, and others looking for flexible hours in a lovely historic setting.

**Compensation:** \$13.50 per hour

## **Work Schedule**

- Work schedule will range from 6 to 12 hours a month, Saturdays and/or Sundays 1-4 pm with occasional extended hours.
- Work schedule based on the direction of the Curator.
- Training is provided.

## **To Apply**

Please send **resume and cover letter** to Kristina Oschmann, Curator, at [kristina.oschmann@wethersfieldhistory.org](mailto:kristina.oschmann@wethersfieldhistory.org)