

Museum Tour Guide

YORK COUNTY HISTORY CENTER

The York County History Center seeks energetic, visitor-focused, team-oriented individuals for seasonal, part-time Museum Tour Guide positions. The York County History Center inspires the exploration of the history, people and culture of our county, state and nation. As a non-profit organization it utilizes collections, historic sites and museums to help tell the American story. Based in York, Pennsylvania, the History Center operates five museums and a Library & Archives.

Job Description:

Position Title: Museum Tour Guide

Status: Part-Time, seasonal, hourly, non-exempt, scheduled as needed

Position starts mid-April; may run through November, as needed

Tuesday through Saturday, up to 20 hours/week, minimum 6 hours/week; Days and hours vary

Supervisor: Onsite Museum Educator/Director of Education

The Museum Tour Guide is primarily responsible for conducting guided tours for groups and public visitors of all ages and providing initial visitor contact. This position will primarily work out of the History Center's Colonial Complex and Agricultural and Industrial Museum. Position may also work out of other York County History Center sites, as needed. Serving as a Tour Guide for school tours is a priority in April and May. From June through November, this position is responsible for providing initial visitor contact and services, selling admission tickets, processing gift shop transactions, orienting visitors to tour schedules and programs at all sites (York Murals, Agricultural & Industrial Museum, Colonial Complex, Bonham House, Fire Museum, Historical Society Museum, and the Library and Archives). Other duties include implementing educational programs under the direction of the onsite Museum Educator and the Director of Education. Team-oriented attitude is necessary in working with educational staff, volunteers, and interns. Position requires the ability to work in a variety of weather conditions, to walk and stand for long periods of time, and occasional lifting of up to 50 pounds. Position will also dress in historic costume for certain tour offerings and on occasion for special events or activities.

Primary Duties (includes but is not limited to):

- Deliver visitor friendly service in a professional manner
- Conduct tours at the Colonial Complex and the Agricultural and Industrial Museum.
- Set up and implement educational programs, under the direction of the onsite Museum Educator and Director of Education.
- Promote and handle ticket and shop sale transactions in a courteous and helpful manner.
- Handle the bookkeeping and cash procedures for daily admissions
- Assume responsibility for maintaining cleanliness of grounds and facilities, and reporting damages or concerns.
- Assist with daily operation of the Colonial Complex and Agricultural and Industrial Museum (opening and closing buildings, conducting tours as needed, assisting with site programs and events)
- Other projects and duties as assigned

Qualifications:

The minimum requirement is a High School Diploma. Related college coursework, cash handling experience, and a background in public speaking or working at historic sites, museums, and other related fields are a plus.

Skills:

This position requires strong interpersonal and management skills. The ability to be a team player and to work independently is essential. The ability to properly relate to and work with teachers, staff, volunteers, senior citizens, and children in a professional manner is essential. Requires the ability to provide interpretive, historically-themed tours and programs. Aptitude to learn the point of sale system to process sales is a must. A criminal background check, FBI fingerprints clearance, and a PA child abuse clearance is a requirement for employment.

To apply:

Please send cover letter, resume, and three professional references by **April 18** to:

Parthena Bowman, Director of Education, by email pbowman@yorkhistorycenter.org with "Museum Tour Guide" in the subject line or by mail to 250 E. Market Street, York, PA 17403. If sending electronically please send application materials as a single attachment.

No phone calls please.