

Museum Tour Guide-Seasonal

April-August

The York County History Center seeks an energetic, visitor-focused, team-oriented individual for seasonal, part-time Museum Tour Guide positions.

Position Title: Museum Tour Guide

Status: Part-Time, seasonal, hourly, non-exempt

Position runs from April-August

15-20 hours/week, typically Wednesday, Friday, and Saturday

Supervisor: Director of Education

The Museum Tour Guide is primarily responsible for conducting guided tours for groups and public visitors of all ages and for providing initial visitor contact at the Colonial Complex and the Agricultural and Industrial Museum. Position may also work out of other York County History Center sites, as needed. Serving as a guide for school tours is a priority in April and May. Other duties include providing interpretive experiences during History Center special events and educational programs. 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.
- Sell admission tickets, process gift shop transactions, orient visitors to tour schedules and programs at all sites, and the complete bookkeeping and deposits for daily transactions.
- Set up and implement educational programs, under the direction of the onsite Museum Educator and Director of Education.
- 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. 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. A criminal background check, FBI fingerprints clearance, and a PA child abuse clearance is a requirement for employment. Incumbent must have access to personal transportation.

Skills:

This position requires strong written and oral communication skills and proficiency in Microsoft Office applications and basic computer use. The ability to properly relate to and work with teachers, staff, volunteers, senior citizens, and children in a professional manner is essential. Candidate should be a team player and capable of working independently. Requires the ability to provide interpretive, historically-themed tours and programs to both large and small groups in a variety of settings and formats. Aptitude to learn the point of sale system to process admissions and sales is a must. Having a customer service oriented attitude is key.

To apply:

Please send cover letter, resume, and three professional references by **March 29, 2019** to Parthena Bowman, Director of Education by email to pbowman@yorkhistorycenter.org or to the attention of Parthena Bowman, York County History Center, 250 E. Market Street, York, PA 17403. For electronic submissions, use "Museum Tour Guide" in the subject line and include application materials as a single attachment.
No phone calls please.

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.

The York County History Center is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation, military veteran status, or any other characteristic protected by law.