



## **Museum Tour Guide**

The Moravian Historical Society Museum Tour Guide welcomes visitors to the museum and assists with public programs and events. The museum is open to the public seven days/week from 1:00–4:00 pm. The Museum Tour Guide has three key areas of responsibility: 1) provide a welcoming atmosphere and serve as an ambassador for the organization as the museum’s first contact with the public, 2) conduct guided tours of the museum’s exhibitions, helping to give the visitor a deeper understanding and appreciation of the collection, and 3) assist with preserving the collections by providing security in exhibition areas. The successful candidate will have a passion for history and enjoy working in the nonprofit museum field. Museum Tour Guides are required to be available for at least two shifts per week with occasional weekend availability.

### **About the Moravian Historical Society**

The Moravian Historical Society (MHS) is home to some of America’s rarest treasures, illustrating the Moravian contributions to American industry, education, music, and art. Founded in 1857, MHS is the third oldest historical society in Pennsylvania. The historic site has two eighteenth-century buildings—the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest extant Moravian structure in North America. The museum has over 20,000 historical objects important to the story of America. MHS shares the fascinating history of the Moravians through educational programs, guided tours, exhibits, and public events.

### **Key Responsibilities:**

- Adhere to the MHS Tour Guide Manual, including understanding and supporting the mission and policies of the museum.
- Successful completion of the Museum Tour Guide training course, including the successful completion of a museum tour.
- Open and close the museum on scheduled days, including unlocking and locking doors and disarming and arming the security system.
- Greet and count visitors, collect admission fees, lead guided tours, and answer questions.
- Protect the safety and security of artifacts, exhibits, and visitors by keeping a close watch on visitors and responding to any emergencies.
- Operate the cash register and handle sales in the Museum Shop.
- Assists with special events, programs, and tours as needed and available.
- Works with volunteers as scheduled.
- Mandatory attendance at certain designated events during the year.
- Any additional duties as assigned by the staff.

**Qualifications:**

- Interest in history and subjects represented in this museum.
- Ability to learn the procedures and practices of the museum and to work with minimal supervision.
- Successful completion of the training course for tour guides.
- Effective communication and presentation skills.
- Ability to work with the public, volunteers, staff, visitors, and researchers.
- Ability to operate office equipment such as computer, copier, and credit card processing.
- Must be available to work on occasional weekends as scheduled.
- Must be available for shifts (from 1:00 - 4:00 pm).

**The ideal candidate will have:**

1. A sincere and genuine interest in people of all ages.
2. A love for and excitement about learning and teaching.
3. Attention to detail and accuracy.
4. A sense of flexibility and cooperation.
5. An attitude of tolerance and respect for all people's points of view.
6. The ability to provide an interactive museum experience that is responsive to the audience's interests and needs.

**Special Consideration**

The Museum is located in a historic three story building without air conditioning or an elevator. Various museum-related tasks, including lifting moderate weights and working outside during events, are required.

<b>Reports to:</b>	Executive Director
<b>Status:</b>	Part Time, non exempt
<b>Compensation:</b>	\$13.00 per hour with no benefits
<b>Schedule:</b>	Tour Guide shift is daily 1:00–4:00 pm as needed, including weekends; occasional evening hours are required for special events