



Job Posting

Position: Historic House Museum Guide
Reports To: Executive Director
Employment Status: Part-Time
Schedule: Wednesday through Sunday, 9:30 am to 4:30 pm (Sunday 11:30 am to 4:30 pm); total monthly hours vary based on availability, one weekend day per month is required; weekend-only positions also available

Position Summary

The Historic House Museum Guides provide guided tours of the Amstel and Dutch Houses to casual, drop-in visitors as well as adult and student tour groups. The guide may occasionally provide walking tours of New Castle to visitors or groups as well.

Major Responsibilities of the Historic House Museum Guide

- Successfully complete introductory guide education program beginning August 24, 2022.
- Successfully complete school tour education program
- Open and close the houses on the day they are scheduled
- Provide tours of historic houses and gardens as assigned
- Conduct walking tours of New Castle on occasion
- Act as an ambassador for New Castle and the New Castle Historical Society while interacting with both visitors and Society members; become familiar with other Society programs and help promote them to museum visitors
- Maintain security of the collections while on duty
- Maintain time sheets for hours worked each month; submit availability for scheduling in a timely fashion as requested by the Public Programs Manager
- Attend continuing education sessions for guides, to the extent possible, throughout the year
- Assist with events like *A Day in Old New Castle*, *Hauntings in History*, and *A Spirit of Christmas* by offering special tours of the houses when possible

Minimum Qualifications

College degree or experience in museums or cultural institutions is preferred; interest in history, decorative arts, or architecture; good interpersonal skills with a variety of age groups and demographics; proficiency with public speaking; skills in group management; must be able to stand for 2-3 hours during tours, navigate stairs and walk from the Arsenal to the Amstel and Dutch Houses.

NOTE: This position requires completion of a criminal background check.

To Apply

Please email your letter of interest and resume/CV in Word or PDF format to info@newcastlehistory.org. No phone calls please. Deadline for submission is August 17, 2022. The NCHS is an equal opportunity employer.