



VOLUNTEER POSITION JOB DESCRIPTION

Museum Guide

Job Title: Museum Guide

Purpose: Promote an appreciation of the history of Simsbury, its people, places and events and their importance to the region and our country by providing visitors with informative and engaging tours of the Museums of the Simsbury Historical Society

Key Responsibilities:

- Prepare the Tavern and other Museum for visitor tours
- Conduct scheduled and unscheduled tours of Phelps Tavern and other SHS Museums, group site tours and tours for special events
- Attend Society-sponsored training sessions and professional development workshops and classes
- Assume the duties of the Greeter/Museum Store Assistant as needed
- Other duties as assigned by Staff

Location: Museums and Visitors Center of the Simsbury Historical Society, 800 Hopmeadow Street.

Reports to: Staff of the Simsbury Historical Society

Time Commitment: We prefer a 4 hour commitment but can accommodate a 2 hour commitment. Tours offered 12:00pm - 4:00pm on Saturdays only, May - October.

Qualifications:

- Love of history
- Good presentation skills
- Ability to work with Visitors from all over the world
- Willing to acquire the necessary knowledge and skills to give accurate, informative and engaging tours by learning appropriate museum scripts, attending formal training sessions, observing tours and studying the *Simsbury Historical Society Docent Manual*
- Able to guide tours across the museum site of 2+ acres, in and out of period and/or non-handicapped accessible buildings, up and down stairs, and able to stand and walk for periods ranging from 60 to 90 minutes without assistance
- Familiar with and able to adhere to SHS's policies and procedures, including being able to respond to emergency situations

Support: Simsbury Historical Society Staff

Dress Code: Business casual

Development Opportunities: Enhance own appreciation of the history of Simsbury, its people, places and events and their importance to the region and our country