**Museum Guide**

Litchfield Historical Society – Litchfield, CT, US

**Pay Range:** $16.35/hour

**Position Title:** Museum Guide

**Status:** Part-Time Seasonal, ending November 30

**Schedule:** Weekly – Wednesday-Friday, 10:45am – 5:00pm

**Supervisor:** Head of Education

**Purpose:**

Museum Guides at the Litchfield Historical Society (LHS) facilitate visitor experience at the organization’s two museums – the Litchfield History Museum and the Tapping Reeve House and Litchfield Law School. This position will be primarily based at the Tapping Reeve House and Litchfield Law School – the nation’s first law school. The Museum Guide will provide front-line customer service and orientation tours for museum visitors.

**Qualifications:**

* An interest in, and enthusiasm for, history.
* Friendly and welcoming manner.
* Excellent verbal and written communication skills.
* Ability to work independently.

**Key Responsibilities:**

As a small non-profit, LHS is team-oriented and collaborative. All staff contribute to the overall success of the organization and its daily operations. To that end, all positions are expected to:

* Achieve the organization’s purpose by demonstrating LHS’s mission, impact, values, and goals.
* Help others achieve the organization’s purpose through collaboration and teamwork.
* Carry out job functions through ensuring completion of the following essential job duties.

**Job Responsibilities:**

* Perform museum opening and closing procedures.
* Greet and orient visitors to the museum.
* Answer visitor questions and provide information about LHS’s museums and public offerings.
* Lead introductory tour of museum and facilitate visitor experience.
* Communicate regularly with LHS Head of Education.

**About the Litchfield Historical Society:**

The Litchfield Historical Society (LHS) is an American Alliance of Museums accredited organization dedicated to sharing the history and culture of the Town of Litchfield, Connecticut, through dynamic exhibits, diverse programs and events, representative collections, and publicly accessible resources. LHS comprises the Litchfield History Museum, Helga J. Ingraham Memorial Library, Tapping Reeve House and Litchfield Law School, and Tapping Reeve Meadow. Our work centers on our Mission to make the past usable, connecting our community and audiences with their history and culture to chart a way forward.

LHS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin or ancestry, disability status, marital or civil union status, protected veteran status, status as a victim of domestic violence, erased criminal records or any other characteristic protected by law.

**To Apply:**

Please email letter of interest and resume to Kate Zullo, Head of Education, at kzullo@litchfieldhistoricalsociety.org . Questions can be directed to email or by phone at 860-567-4501.