



# Museum Guide Job Description

**Category:** Part Time to Full Time

**Schedule:** Flexible (8 to 40 hours per week, weekday and weekend shifts available)

**Direct Supervisor:** Curatorial Director

## **Description:**

Museum Guides are a critical part of the Castle in the Clouds museum team, and along with the Volunteer Docents, are the face of the historic Lucknow estate and its ambassadors to the public. Museum Guides are responsible for providing an orientation presentation for all visitors arriving at the house museum, communicating with visitors and answering their questions during their self-guided tours, orienting visitors with the house layout, and ensuring that they have a safe and enjoyable experience. Museum Guides also provide an important service in keeping the house museum and its collections secure while Lucknow is open to the public.

## **Qualifications:**

Excellent communication abilities, a positive attitude, a commitment to the educational mission of Castle in the Clouds, and a desire to work with the public. An interest in history, architecture, and/or decorative arts. Ability to learn the history of the Lucknow estate with the goal of communicating that history accurately and effectively to visitors (training will be provided for Museum Guides). A friendly demeanor and the ability to work as part of a team. Education experience or historic site experience preferred, but not necessary.

**Essential Duties and Responsibilities** include but are not limited to:

- Following approved script, deliver a brief orientation presentation for groups of visitors, providing information about the house museum and the estate's history.
- Act as a Guide at various interpretive stations throughout the house museum, as directed by Interpretive Manager or Lead Guide.
- Communicate effectively and pleasantly with visitors: greeting them, providing guidance and orientation, and directing them to interpretive resources (labels and other printed interpretive materials).
- Work effectively as part of an interpretive team with other Museum Guides and Volunteer Docents.
- Occasional assistance with guiding school group activities and educational programs.
- Attend paid Museum Guide trainings and workshops and complete assigned readings during training period.
- Other duties as requested by the Interpretive Manager or Curatorial Director.

Job requires standing and walking around the museum for extended amounts of time. Museum Guides may experience varying climate conditions within the house museum and orientation space depending on the season and are encouraged to dress accordingly.

## **To Apply:**

Interested applicants should submit a resume and/or completed application (download at [www.castleintheclouds.org](http://www.castleintheclouds.org)) via email or standard mail to:

[curator@castleintheclouds.org](mailto:curator@castleintheclouds.org)

or

Attn: Curator  
PO Box 687  
Moultonborough, NH 03254

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