

## **SEASONAL MUSEUM GUIDE APPLICATION FORM**

The Norwich Historical Society and the Society of the Founders of Norwich are seeking museum guide(s) to be stationed at the Leffingwell House Museum, Dr. Daniel Lathrop Schoolhouse, and the Joseph Carpenter Silversmith Shop and History Museum. The museum guides will report to the staff person in charge of the site(s). This position allows up to 4 hours minimum and 8 hours maximum a week and requires weekend work on Saturday and Sunday. The salary is \$18/hour.

Orientation will begin in April and the opening season will run from May through October. It is understood that the museum guide is working as an independent contractor and not as an employee. Both organizations have an Affirmative Action/Equal Opportunity Employment Policy Statement which assures that no person will be discriminated against, or be denied the benefit of any activity, program, or employment.

## **EXAMPLES OF DUTIES**

Duties include performing tasks associated with visitor services, including but not limited to site interpretation and group tours, retail services (including ticket sales, gift shop sales, refreshing and inventorying gift shop merchandise), and basic facilities maintenance.

Seasonal museum guides will interact directly with visitors of all ages presenting information about the museum(s), answering questions, assisting with program presentation, doing basic site maintenance tasks, opening, and closing the facilities, making rounds of the site for security purposes, answering telephones, handling gift shop operations and ticket sales, and working special events.

Special duties may be assigned depending on the needs of the site and other tasks both parties agree on. Work hours during specified workdays may vary depending on hours of operation and special event schedule.

## **KNOWLEDGE, SKILL, AND ABILITY**

Museum guides should have general knowledge of American history and an interest in learning about local history. Applicants should have strong oral communication skills as demonstrated by prior work in a job that requires interaction with the public or in a leadership position, such as a business, nonprofit or community organization.

Knowledge of principles, practices, and procedures of assigned specialty; interpersonal skills; ability to assist patrons, and proper social conduct where applicable; ability to understand and carry out written orders and oral instructions; adequate physical strength and stamina to perform duties; any experience that could reasonably be expected to provide the knowledge, skills and abilities listed above.

## **PREFERRED QUALIFICATIONS**

- Work experience interacting with children or other visitors at a historic site, museum, library, state park, camp, or school;
- Experience in retail/sales and operating a Point of Sales system
- Experience giving tours

**APPLICATION**

In addition to this application, please submit a cover letter and resume.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**REFERENCES**

Please list two people who know you well and can attest to your character, skills, and dependability.

<i>Name</i>	<i>Relationship</i>	<i>Years known</i>	<i>Email</i>

**Please read the following carefully before signing this application:**

*I understand that this is an application for and not a promise of employment. I understand that the role requires the museum guide to work as an independent contractor by their own business and not as an employee. I certify that I have and will provide information that is correct and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT APPLICATION:**

**Mail:** Norwich Historical Society 69 East Town Street Norwich, CT 06360

**Email:** info@norwichhistoricalsociety.org ATTN: Museum Guide Application

**Please submit your application, resume, and cover letter by March 21, 2024**



Owners and operators of the Circa 1675  
**Leffingwell House**  
**MUSEUM**  
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Phone # 860 - 889 - 9440



THE  
**Norwich**  
**Historical**  
**Society**