

Contract Position - Docent (Museum Tour Guide)

Reports To: *Learning and Engagement
Coordinator*
Classification: *Contract, Part-Time, seasonal*

Location: *3225 Fourth St. Jackson, MI*
Pay: *\$10/hr. no benefits*

About this contract position

The Ella Sharp Museum is seeking a contract tour guide to support school and public programs throughout 2019. The primary purpose of this position is to provide a welcoming, engaging environment and rewarding learning experience to museum visitors through guided tours and supervised activities. A multi-day training will be provided. This is a contract position and will work between the hours of 8:00 a.m. and 4:00 p.m. (Monday-Friday). Amount of hours are variable depending on program needs and scheduled visits.

Representative responsibilities of this office include:

1. Conduct tours of various lengths to people of all ages
2. Speak in front of small to large groups
3. Greet and welcome groups upon arrival to the museum/planetarium
4. Stay informed of changes in museum exhibits
5. Deal with a variety of visitors under various circumstances
6. Maintain familiarity with current events and develop further knowledge in the areas of art, history and science
7. Supports the Learning & Engagement Department by preparing materials for various programs, set-up, and other tasks as needed
8. Other duties as assigned

Desired Qualifications:

- Strong public presenting skills with the ability to engage audiences in live programming. Experience with public speaking preferred.
- High energy and engaging public demeanor
- Excellent interpersonal and communication skills
- Capable of learning new material rapidly and willing to invest time learning materials pertaining to the Ella Sharp Museum
- Enthusiastic and flexible
- Able to work independently and to accept supervision
- High school degree required

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level, and occasionally lift/carry 25 lbs. The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment. Background check will be conducted.

About the Ella Sharp Museum

The Ella Sharp Museum, founded in 1965, offers programs, exhibits and experiences preserving community history, advancing art appreciation and understanding, connecting children with science and, through the Cell Block 7 Museum, explores Jackson's prison history. Our 10 acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, barn and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 38 accredited institutions in the state of Michigan.

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How to apply: Submit cover letter and resume via email to: Abbey Williamson, Learning and Engagement Coordinator, Ella Sharp Museum, abbeyw@ellasharp.org. Resumes will be reviewed upon receipt. Deadline for submission is March 31, 2019.