

Mary Todd Lincoln House

Tour Guide Position & Application

The Mary Todd Lincoln House is a nonprofit, educational institution located in downtown Lexington, Kentucky. Opened to the public in 1977, the museum serves 12,000 visitors annually.

MTL House tour guides to work 2-3 days per week, including some Saturdays. This is an excellent opportunity to work in a professional museum setting, and earn some extra money! Training is provided.

Things you may want to know before you apply.

- Tour guides lead 2-3 guided tours per day. Tours last approximately 1 hour.
- The guide team is responsible for ALL aspect of daily operation of the museum. (Admission, museum store, tours, opening, closing, picking up trash outside, pricing museum store inventory, etc...) This means that only about 50% of the job is guiding tours.
- Tour guides work between 2-4 days per week. We are currently seeking applicants to work 2-3 days per week, including some Saturdays and occasional evenings.
- The museum is open March 15-Nov 30th and closed in the winter. We are open Mon–Sat, 10am to 4pm. Guides arrive by 9:45am and leave at 4:15pm or when the last visitor does, which can be as late as 5pm on rare occasions. On occasion, guides come in an hour earlier or stay an hour later for group tour bookings or during peak tourist times.
- Comprehensive training is provided.
- Some college and customer service experience is preferred.
- Starting pay is minimum wage.
- Physical requirements include standing for extended periods of time, climbing stairs and lifting 30 lbs.
- Tour guides sometimes perform other duties such as helping with mailings or filing in the office.
- This application is intended to make things easier, especially if you don't have a resume handy. If you have a resume, you may submit that in place of the areas on the application that ask for education and employment history. Areas of the application not covered by a resume are still required.

Mary Todd Lincoln House Tour Guide Application

Please email to: mtlhouse@windstream.net

PERSONAL INFORMATION:

Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (____)_____ Email _____

Are you eligible to work in the United States? Yes _____ No _____

Have you been convicted of or pleaded no contest to a felony? Yes _____ No _____

INTEREST:

1.) Why are you interested in the being a tourguide?

2.) Why do you think you would be good at it?

3.) Do you have experience working with the public?

AVAILABILITY:

The museum is open March 15th to Nov. 30th; Mon.-Sat. 10am to 4pm.

What days are you available?

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

How many days per week would you like to work? _____

How many Saturdays per month are you available to work? _____

Please complete the following questions to the best of your ability. If you have a resume, you may submit it in lieu of answering these questions. We just want to make it easy!

EDUCATION:

Name of School- Degree/Diploma

Relevant skills, awards, volunteer experience:

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

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Previous Position:

Employer: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

References:

Name/Title Address Phone

Thank You!