

MARY TODD LINCOLN

HOUSE

Part-Time Tour Guide Position & Application

The Mary Todd Lincoln House is a nonprofit, educational institution located in downtown Lexington, Kentucky. The museum is the girlhood home of the first lady and wife of the 16th president, Abraham Lincoln. Opened in 1977, the museum is the first historic site restored to tell the story of a first lady. Today, the museum cultivates public interest in the multilayered past by sharing the story of a woman whose experiences resonate today.

POSITION DESCRIPTION

- The museum offers self-guided and guided tours. Self-guided tours require guides to interact with visitors and answer questions about historical content. Guided tours require guides to lead a group of up to 15 visitors through the house for a one-hour tour.
- Tour guides are involved in all aspects of the daily operations of the museum. This includes: operating admissions software (FareHarbor) to sell tickets; running the museum store (stocking, selling and pricing items, and operating Clover –the point of sale system); performing opening and closing duties; and other duties.
- Approximately 35% of the work involves providing history content to visitors with 65% of the work allotted to other front-line operations.
- The museum is open Mon–Sat, 10 a.m. to 4 p.m. Guides arrive by 9:45 a.m. and leave around 4:15 p.m. or when the last visitor leaves. If you are giving a guided tour, you will leave closer to 5 p.m. Days of the week you work is somewhat flexible. Guides typically work between 2-5 days per week, depending on their personal preference. At least some Saturday work is required.
- History degree is not required. Some college preferred.
- Customer service experience is preferred.
- Computer literacy is required.
- Physical requirements include standing for extended periods of time, climbing stairs, and lifting 30 lbs.
- Training is provided. All guides will be trained on both the self-guided and guided tour options.
- Compensation is \$12/hr. training pay with an increase to \$12.75/hr. when training is complete.

HOW TO APPLY:

All applicants must fill out the personal information, interest, and availability sections of the Tour Guide Application. If you have a resume, you may submit that in place of the education, employment, and references sections.

Please email your completed application to Kate Hesseldenz, Assistant Director: kate@mtlhouse.org. Email Kate with any questions about the position.

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Tour Guide Application

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 tour guide?

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. 10 a.m. to 4 p.m.

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? _____

****If you have a resume, you may submit it in lieu of answering the questions below.****

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: _____

Previous Position:

Employer: _____

Phone: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

REFERENCES:

Name/Title Address Phone

1.) _____

2.) _____

3.) _____