



Historic Sugartown, Inc. – Guide Job Description and Announcement

Part-Time Historic Site Guide

Historic Sugartown Inc.
690 Sugartown Road
Malvern, PA 19355

Description:

Historic Sugartown, a 19th-century crossroads village, is seeking enthusiastic part-time Historic Site Guides! Historic Site Guides are the primary staff members for educational tours during our site's open hours. Usually, the site is open to the public every weekend from May through November from 11AM-4PM on Saturdays and 1PM-4PM on Sundays.

Due to necessary health precautions based on recent events, we have adjusted our schedule to timed tours on Saturdays only within the 11AM to 4PM timeframe. This will continue through the start of the 2021 season, with additional tours (Sunday) possibly being added as restrictions are lifted and health conditions improve.

Additional hours may be available during special programs, scheduled group tours, and events throughout the year.

Salary Information: This is a non-exempt position with an hourly wage of \$9.00.

Key Responsibilities:

To ensure a positive visitor experience, the Historic Site Guide is responsible for:

- Presenting engaging and educational tours for a variety of audience types and age groups.
- Handling admission monies when individuals / groups arrive on site.
- Guiding visitors/school groups safely throughout the site and the buildings.
- Promoting the historic site and other public programs available to visitors.

Preferred Qualifications:

- Interest in and familiarity with nineteenth century Pennsylvania and American history.
- Able to speak to large and diverse audiences, including school groups and seniors.
- Able to work a flexible schedule and be available an average of one day every other weekend throughout the open season (May through November).
- Able to provide reliable attendance and punctuality.



Historic Sugartown

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- Able to maintain a professional appearance and decorum, including wearing required nametag or shirt.
- Able to navigate difficult terrains, stand for long periods of time, and lift objects up to twenty pounds.
- Possess excellent interpersonal skills.
- Able to work creatively and effectively as member of a team, and contribute ideas and knowledge to the programs at Historic Sugartown.
- Expertise in museum education, teaching, or historic handcrafts/skills a plus.
- Submit to required background checks.

About Historic Sugartown:

Historic Sugartown is a restored 19th-century crossroads village encompassing 9 buildings over 9.2 acres. Today, Sugartown offers a window into early American life. Visitors can experience how people came together to conduct business, exchange news, and share their lives as a community.

The site is dedicated to the preservation and interpretation of a 19th century village while providing an authentic experience of culture and architecture and enhancing visitor's understanding of our American Heritage.

Positions are open until filled. Interested applicants should send a cover letter and resume by email to jobs@historicsugartown.org or by mail to Historic Sugartown, Inc., P.O. Box 1423, Malvern, PA 19355.