

history / san josé

POSITION DESCRIPTION

TOUR GUIDE

About the Position

Are you an engaging storyteller with a passion for history? Do you have a thirst for knowledge and a flair for interacting with museum audiences of all ages?

If so, you may be eligible to join our dedicated and lively team of Tour Guides. The primary responsibilities of the Tour Guides are to assist in preparing and presenting hands-on, interactive programs at History Park (Kelley Park, San Jose) and the Peralta Adobe-Fallon House Historic Site (downtown San Jose). The Tour Guides are responsible for delivering inquiry-based interpretive programs that encourage meaningful connections with the past, as well as planning and participating in Hands-on History public & family programs occurring on select weekdays and weekends.

About History San José

History San José is the largest regional history museum in Northern California and manages 31 historic structures at two locations: History Park and the Peralta Adobe—Fallon House Historic Sites. Our passion is to preserve and celebrate Santa Clara Valley's dynamic history by: creating exhibitions featuring our collections; engaging the community in fun, hands-on programs and events.

Tasks

- Lead and facilitate interpretive experiences for museum audiences of all ages.
- Prepare materials for each presentation and assist with set-up and clean-up of supplies.
- Attend a series of trainings and regular team meetings to learn interpretive methods for a museum setting and techniques used at History San José.
- Participate in guided research and ongoing study about the history and cultural context of the sites as well as best interpretive practices.
- Participate in Hands-on History public programs that occur on select weekdays and weekends throughout the year.

Requirements

Knowledge, Abilities, and Skills

We are looking for candidates who:

- are friendly, active listeners with excellent public speaking skills and who demonstrate the ability to initiate conversations with guests: anticipating their needs, questions and problems.
- believe in a visitor centered approach to learning and effectively using primary and secondary source information, objects, and a variety of presentation techniques to meet the needs of diverse audiences;
- are respectful of all visitors and able to provide exceptional customer service;
- are professional and team-oriented;
- are self-reflective and eager to continuously improve their skills;
- are reliable and committed to their position, their site team and the mission of the institution;
- have a teaching, museum, customer service, and/or theater background;
- are in good physical condition, able to lift up to 25 pounds, stand for long periods of time, and work outdoors in all kinds of weather, and
- have a sense of humor and an ability to adapt to a changing work environment.

Education and Experience

- At least one year of college and at least two years working experience. Special interest in history, theater, museum studies or a related field preferred.
- Fluent in one or more non-English languages; Spanish and/or Vietnamese would be particularly valuable.

Hours, Salary & Benefits

- Reports to the Director of Operations
- Classification: Non-exempt, part-time employee; 8 – 22 hours per week
- Part-time: weekdays and weekends, must be flexible
- Hourly rate: \$15.00 per hour
- Benefits in accord with HSJ Personnel Policies

Interested Candidates

Send Cover Letter and Resume to

Barbara Johnson, Director of Operations, History San Jose

bjohnson@historysanjose.org