

## **JOB DESCRIPTION LOCUST GROVE**

**TITLE:** Part Time Seasonal Staff, June-August 2018

The Part Time Seasonal Staff works under the supervision of the Program Director and Visitor Services Director, and cooperates with the volunteers and other employees at Locust Grove.

### **QUALIFICATIONS:**

An interest in education and history with some experience as a volunteer or employee in either area; outgoing and self-motivated, dependable and confident. Able to communicate clearly and effectively.

Be able to stand/walk a large portion of the work day. Be flexible and able to adapt to the changing needs of the site as required. Have the ability to learn to use cash register software and phone system.

### **RESPONSIBILITIES:**

Duties include but are not limited to:

- 1). Complete all training required regarding museum store and other routine site operations and the Cultural Pass program (training time is paid).
- 2). Complete docent training and be passed as a docent by the Curator of Collections and Education
- 3). Be an integral part of executing Locust Grove's programs for Louisville Metro's Cultural Pass program each Tuesday from June 5-August 7 by leading special tours, assisting with activities, checking guests in at the front desk, and reporting required data to Louisville Metro and the Arts and Culture Alliance.
- 4). Handle all front desk duties, including admissions, sales, phone reservations
- 5). Lead tours as needed
- 6). Other duties as required.

**SCHEDULED HOURS:** Approx. 20-25 hours per week:

Tuesdays, 9:30am-5pm, June 5-August 7

Fridays, 9:30 am-5pm, June 1 – August 31

Sunday, June 24, all day

Wednesday, July 4, all day

Thursday evening, June 14, July 19, August 30, 5:00 pm – 8:30 pm

To apply for the seasonal staff position, send a resume and cover letter to Brian Cushing at [bcushing@locustgrove.org](mailto:bcushing@locustgrove.org).