

Sumter Museum JOB DESCRIPTION

Position: Weekend Staff

Provides high quality, engaging, and accurate tours primarily of the Sumter Museum's Williams Brice House, but may also be asked to assist with tours of other museum facilities as well. This position will serve as a front desk sales staff member ensuring excellent customer service. Weekend Staff will work under the direction of the Historic House Manager.

Essential Duties

- Master tour of Williams Brice House and relate information in a professional manner. Manage the flow of tours in a timely manner.
- Be familiar with all museum facilities and offerings. Be able to communicate upcoming events, membership offerings, and admission details to visitors and general public.
- Process admission, membership, event ticket sales, and gift shop sales as needed.
- Be familiar with safety procedures. Know where alarm panels, first aid kits, fire extinguishers are located. May be asked to open houses and grounds at the beginning of the day and secure and alarm them accurately at the end of the day.
- Assist Historic House Manager with care and upkeep of Williams Brice House.
- Assists Historic House Manager with other duties as assigned as appropriate to the position.
- Adhere to Sumter Museum's Personnel Guidelines.

Skills, Knowledge, and Ability

- Volunteer experience at historic sites, museums, or with educational programs preferred.
- Ability to work well with people and communicate well to visitors of all ages.
- Love of history and desire to share with others.
- Public speaking experience preferred.
- Must pass background check.

HOURS: Weekly hours may vary. Up to 36 hours a month. Flexible schedule but must be available at least two Saturdays a month.

Reports to Historic House Manager

TO APPLY: Submit resume to Annie Rivers at arivers@sumtercountymuseum.org