



7 Bamboo Road • New Orleans, LA 70124 • longuevue.com

Job Description: Guide

Date: July 2020

Mission

Inspired by our humanitarian and artistic legacy, the mission of Longue Vue is to be a leader in the advancement of innovative thought, creative expression, and lifelong learning, and to engage our resources and exceptional setting to stimulate discussion and action on issues of social justice and community responsibility.

Summary/Objective

Guides are Longue Vue's "front-line," or main representatives of Longue Vue to our visitors. They serve to welcome visitors to the site, to facilitate ticketing and orientation as needed based on each visitor's interest and intent, and to interpret and present the museum and its collections both inside and outside. The purpose of the Guide role is to make each visitor feel welcome and to share with them a deeper understanding and appreciation of the collections, house and gardens, family history, and current mission of Longue Vue.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reception: Welcome visitors, answer questions, sell tickets and merchandise, and facilitate tours.
2. Conduct guided tours of the whole site for individuals and groups of all ages.
3. Lead program(s) for which you are trained; interact with program participants in a positive and engaging manner.
4. In their role as interpreter, a guide must be careful not to force value judgment or opinions on a visitor.
5. Provide guest support for on-site events as requested and scheduled with Photography and/or Sales. Training and orientation appropriate to each event will be provided.

Work Environment

This job operates inside and outside the facilities in changing weather conditions.

Physical Demands

The role of Guide requires the ability to walk on a variety of surfaces and stand for extended periods of time, stoop, and climb stairs. Also required to operate Point of Sale (POS) equipment and simple office equipment such as printers.

Position Type/Expected Hours of Work

This is a part-time position within the hours Monday-Sunday 9AM-5:30PM; special occasions beyond those hours are scheduled in advance. Guide schedules require flexibility throughout the year, as the number of tours and programs scheduled varies from month to month.

Apply

To apply for the position of Longue Vue Guide, please send your résumé and cover letter directly to Tess Fulton at tfulton@longuevue.com