



Job Description
Longue Vue House and Gardens
Part-Time Guide

November 11, 2021

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.

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.

Longue Vue guides must be able to engage with the public, share the Longue Vue story, and represent the overall mission of Longue Vue.

Physical Work Environment

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

Essential Functions

- Reception: Welcome visitors, answer questions, sell tickets and merchandise, and facilitate tours.
- Conduct guided tours of the whole site for individuals and groups of all ages.
- Lead program(s) for which you are trained; interact with program participants in a positive and engaging manner.
- In their role as interpreter, a guide must be careful not to force value judgment or opinions on a visitor.
- 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.

Physical Demands, Roles and Requirements

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. Additional physical demand, roles and requirements include:

- Must be able to comfortably lift 50 lbs.
- Must be self-motivated and able to work independently.
- Must be able to follow directions and stay focused on the assigned task.
- Must have excellent cooperation and communication skills.

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- Must endure extended periods of physical activity, stooping, bending, and lifting daily.
- Must assist in emergency preparation as needed.
- Must enjoy working with other staff and volunteers.
- Must be reliable.
- Must have flexible hours and be available on weekends.
- Must be willing to work additional hours during high-volume seasons and events.
- Must have a positive attitude and high energy.
- Must be self-motivated and highly productive.
- Must be comfortable working in a diverse, equity-focused environment.

Position Type/Expected Hours of Work

This is an entry-level 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.

Sustainability

Longue Vue is a leaf blower-free zone. The garden team practices all-natural gardening. Longue Vue is also a chemical-free zone. The facilities team uses all-natural cleaning agents and pesticides wherever possible.

Apply

To apply, send your résumé and cover letter directly to Anna Bell Jones, Director of Internal Affairs at ajones@longuevue.com

For more info go to <https://longuevue.com/>

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