POSITION TITLE: Tour Guide at Deadwood History, Inc.

SUMMARY OF POSITION: The Tour Guide is responsible for providing an exceptional and meaningful tour for participants, of all ages, at the Historic Adams House. This position is seasonal.

RESPONSIBILITIES:
- Enthusiastically greet participants and communicate and enforce the rules and polices of the Adams House,
- Adhere to the manual, providing historically accurate information.
- Open/close the Adams House and gift shop as scheduled, following established procedures.
- Promote the benefits and features specific to each of Deadwood History’s museums and cross-promote them.
- Become knowledgeable of gift shop products in order to answer questions and promote sales.
- Carry out light housekeeping and cleaning duties as outlined for each area throughout the day.
- Must have exceptional customer service skills and communication skills, be comfortable and enjoy contact with adults of all ages, multi-generational families and children.

REQUIREMENTS:
An individual must be able to perform each responsibility satisfactorily; in addition the individual must be able to speak clearly and comfortably before a group of up to 20 people and have the ability to lead a group tour independently. Basic computer skills and knowledge with a POS system is preferred. Other traits necessary for this position are to be: reliable, punctual, personable, and enthusiastic. The individual must be capable of learning and delivering historically accurate information and physically be able to conduct multiple tours each day. The position is seasonal; availability during this time is expected.

PHYSICAL REQUIREMENTS:
The duties of this position include standing for long periods of time, sitting, bending, kneeling, and lifting or moving objects up to 25 pounds; climbing stairs and walking over varied terrain; and exposure to outdoor elements is necessary, at times. Must be able to see, speak and hear effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and requirements of this position.

APPLICATION PROCEDURE:
Please email a cover letter, resume and three work related references (if possible) to April Hoover, Human Resource Director. Email: april@deadwoodhistory.com.