

P/T Seasonal Tour & Operations Assistant Ellwood House Museum

Position Overview

The Ellwood House Association seeks a part-time Tour & Operations Assistant to connect and communicate with our guests during the 2018 tour season. The Tour & Operations Assistant will learn the public tour programs and deliver one-hour guided tours of the Ellwood Mansion and neighboring Ellwood-Nehring House to the public. The Tour & Operations Assistant will also greet and assist visitors on the telephone, in person at the reception desk, and during special events.

About the Ellwood House Museum

The Ellwood House Museum campus features a palatial 1879 mansion, six additional historic buildings, ten acres of scenic grounds, four gardens, and 6,000 square feet of exhibit space in the Patience Ellwood Towle Visitor Center. Originally the home of barbed wire entrepreneur Isaac Ellwood, the site speaks to the profound impact of the barbed wire industry in America, and reflects the tastes of multiple generations of the Ellwood family who guided the evolution of the grounds and structures. The museum, located off the eastern edge of Northern Illinois University in DeKalb, Illinois, hosts approximately 11,000 visitors annually through guided tours, programs, and events.

Position Responsibilities

- Learn and deliver public tours of the Ellwood Mansion and neighboring Ellwood-Nehring House
- Support daily museum operations, including greeting and interacting with museum visitors
- Staff the Visitor Center reception desk
- Act as cashier in the museum gift shop
- Assist staff in running the weekend operations of the museum
- Other duties as assigned

Qualifications

- Interest and skill in communicating information in the English language to a wide-range of visitors
- Professionally deliver tours within the one-hour recommended time
- Ability to work independently and as a part of a team
- Excellent customer service skills
- Interest in museums, preservation, and historical research

Working Schedule

This position requires 10 hours per week, including one Saturday or Sunday per week. The position is temporary /seasonal and runs from May 2018 through the first weekend of December 2018. The position is supervised by the Curator of Education and Interpretation.

Pay: \$8.25 hourly

Benefits: None

Worksite Requirements

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: In the work environment described below, the position requires working at a desk and using a computer for prolonged periods of time and good eye/hand coordination. The position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, and strenuous lifting/moving of objects up to 30 pounds. Vision abilities required by the job include close vision. Work may occur in both hot and cold temperatures.

Work Environment: The majority of work will be performed in a multi-level work area over ten acres of property and both indoors and out during all kinds of weather. Museum buildings are not accessible to the mobility impaired.

Application Deadline: April 30

How to Apply: Interested applicants should email a cover letter, résumé, and the names and contact information of three references to info@ellwoodhouse.org. Background check required.



509 North First Street, DeKalb, IL 60115

www.ellwoodhouse.org

info@ellwoodhouse.org

815-756-4609