

BOSCOBEL

HOUSE AND GARDENS



MUSEUM GUIDE

Museum Guides lead Boscobel's most important program: interpretive tours of the house and grounds and other programs. In this role, guides must be engaging, factual, welcoming to people of all ages, backgrounds, ethnicities, and nationalities and a positive advocate for Boscobel.

Guides must demonstrate the highest level of courtesy and inclusivity and remain calm in all circumstances to ensure an exemplary visitor experience. Guides must master the tour content provided to them in training manuals and supplementary materials, which focus on the museum's primary interpretive themes:

- The 19th-century history of Boscobel and its 20th-century restoration
- Life and times of States Morris Dyckman and family
- Decorative arts and design in New York, 1790s-1820s
- Hudson Valley history
- Hudson Valley nature
- Hudson Valley design and art

Guides need to be continually aware of, and stay informed about changes in the house, grounds, exhibitions and scholarship. Guides must also be sufficiently fluent in the facts, and flexible enough in their delivery, to tailor tours to each group and situation.

Guides are the primary safe-keepers of the museum's collection. As important as it is to make visitors feel welcome, guides must practice and enforce politely the museum's "no touching" rules, and keep visitors within their sightlines at all times. Guides must follow personnel procedures in case of emergency such as fire alarms, visitor illness or injury, etc.

Guides work independently as well as part of a collegial team. They must project professionalism and dress in accordance with the uniform guidelines prescribed in Boscobel's Personnel Guide.

This position is part time, seasonal (April – December) and reports directly to the Museum Educator. Guides must be available for weekday and weekend work from 9:45 a.m. to 5:00 p.m., Wednesday through Monday with occasional Tuesdays and evenings. They must be available to work a minimum of two days each week and three weekend days each month during open season: April through December.

Specific duties to be performed:

- Lead interactive tours of approximately 45 minutes in length based on Boscobel's interpretive themes, tailored as much as possible to each group.
- Protect the museum, its collection, and loan objects; monitor visitors at all times, and report any changes in condition of the objects on display.
- Provide interpretation, security, or other service during programs and events such as school visits, receptions, lectures, private rentals, etc.
- Follow emergency procedures and report accidents to senior staff and/or emergency personnel. Submit reports for incidents they witnessed or in which they were involved.
- Monitor the Gallery during times when exhibitions are scheduled.
- Support tour operations and help navigate group logistics.
- Prepare refreshments for tour guests and keep kitchen orderly.
- Find a replacement guide and notify your manager if you cannot work a scheduled day.
- Attend guide and staff meetings, which generally take place once every three months.
- When tour flow allows, contribute to ongoing research and/or support other departments.
- Other duties as required.

To apply, send your cover letter and resume to Director of Finance and Human Resources Diane Gocha at dgocha@boscobel.org.

Boscobel is committed to diversifying its audience and workforce. Veterans and candidates of any gender, ethnicity, race, religion, and cultural background are encouraged to apply.