



## **HISTORY CENTER** OF OLMSTED COUNTY

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### **Historic Mayowood Tour Guide**

The History Center of Olmsted County (HCOC) is seeking enthusiastic, energetic individuals to join our team as tour guides at Historic Mayowood. Tour guides provide engaging and educational tours of Mayowood by using a variety of interpretive techniques to present historical information to the public about Historic Mayowood and the three generations of Mayo families that lived there. This is a part-time, seasonal (April-December), hourly (\$14.53), non-exempt position which averages one to three days a week. This position is a great opportunity for individuals with an interest in history, performance, or public speaking.

#### **Specific duties include:**

- Conduct guided tours of Historic Mayowood, delivering accurate, engaging interpretation of the Mayo family and site history.
- Communicate clearly and adapt tour content to meet the needs of diverse audiences.
- Answer visitor questions and provide additional context as needed.
- Maintain a professional, friendly demeanor and collaborate with fellow guides to ensure a high-quality visitor experience.
- Follow and enforce Mayowood policies while monitoring tours to protect the historic collection.
- Update tour content as exhibits or information change and participate in ongoing training and staff meetings to enhance knowledge and interpretive skills.
- Manage the time and pace of the tour to ensure a smooth and enjoyable experience for all visitors.
- Ensure the safety and well-being of all tour participants, maintaining a calm and orderly environment through the duration of the tour.
- Other duties as assigned.

#### **Required Qualifications**

- High school diploma or equivalent.
- Strong customer service experience and skills.
- Strong oral communication skills.
- Ability to manage time effectively.
- Experience working with diverse audiences of differing cultural backgrounds, ages and abilities.
- Ability to speak in front of large groups.
- Ability to master program information and program activities.
- Ability to work as a team to accomplish varied responsibilities.
- Ability to walk up and down stairs and stand for long periods during a 7 hour day.
- Must be able to work a varied schedule of days during the week and weekends.

**Desired Competencies**

- Some college course work in history.
- Demonstrated experience learning and applying a variety of interpretive techniques.
- Demonstrated experience in museum interpretation, theatrical performance or storytelling.
- Knowledge of Olmsted County history and Mayo history.

**Desired Characteristics**

- Flexible to changes in schedule and assignment.
- Growth mindset and adaptability.

**How to Apply**

Please email a cover letter, and resume to [Mayowood@olmstedhistory.com](mailto:Mayowood@olmstedhistory.com)