Natural History Museum of Utah Volunteer Program
Highlights Tour Guide Position

NHMU Mission:
The Natural History Museum of Utah illuminates the natural world and the place of humans within it. Highlights Tour Guide volunteers will help guests connect with the natural world by guiding them through our galleries.

Position Summary:
Highlights Tour Guide will lead Museum guests on a 60-minute or 30-minute tour of the Museum’s permanent collections. Tours occur on a regular schedule, and also by special request. Tour Guides will use Museum stories, props, and conversation to engage guests. Highlights Tour Guides should have a strong interest in serving visitors and demonstrate an ability and willingness to communicate with different audiences. Guides should display flexibility, responsibility, and respect. Upon successful completion of training, active Tour Guides agree to fulfill duties for a minimum of one year.

Department: Public Programs
Supervisor: Echo Paixao, Assistant Gallery Programs Coordinator

Skills/Abilities:
- Enjoyment of lifelong learning, especially regarding science
- Interest in serving the general public and interacting with other people
- Ability to be courteous, respectful, and patient with visitors
- Personable, outgoing
- Reliable, responsible
- Desire to learn as well as teach
- Extensive prior knowledge of the NHMU is not required but a prospective tour guide should have a working knowledge of the natural world and/or a desire to learn
- Capable of learning new material and willing to spend time and expend the effort necessary to study material
- Cooperative nature, including the ability to accept instruction and correction
- Ability to adapt quickly in changing circumstances
- Good oral communication skills
- Professional manner and neat appearance
- Ability to stand, talk and walk for extended periods
- Bilingual preferred, especially Spanish, Korean, Japanese, or Mandarin Chinese (but not required)
- Valid email

Training Required:
All volunteers are required to attend a 3.5 hour New Staff and Volunteer Orientation training prior to starting their volunteer position. Additionally, Highlights Tour Guide volunteers must meet with the program supervisor for a tour program orientation, complete self-guided training to learn tour material, and shadow veteran tour guides prior to leading their own tours.
Training Schedule:
NHMU Orientation, 3.5 hours RSVP required:
• 1st Friday of the month: 12:00 p.m. – 3:30 p.m.
• 3rd Wednesday of the month: 5:00 p.m. – 8:30 p.m.
Highlights Tour Guide Training, TBD by volunteer:
• Tour program orientation (can be in a group if there are enough recruits, or one-on-one)
• Self-Guided Training, which will consist largely of having to shadow veteran tour guides (must be available to do so on Fri, Sat, Sun)

Shifts Available:
• Friday Tours will occur at 2pm
• Saturday and Sunday Tours will occur at 12pm and 2pm
• Special Event Tours (as requested, dates/time TBD)

Time Commitment:
Tour guides are asked to lead an average of 2 tours per month.
• Highlights Tour Guides must be at NHMU 30 minutes prior to their tour
• Highlights Tour Guides need to commit to shifts a minimum of four weeks out
• Applicants with the most flexibility will be given priority

Benefits:
Volunteers at the Natural History Museum of Utah enjoy benefits that are intellectual, social, and meaningful. Volunteers have the opportunity to expand their knowledge of the natural world through specialized trainings, behind-the-scenes access, and interaction with the Museum’s research staff; they can broaden their social circle by making connections with fellow volunteers, Museum staff, and Museum guests; they contribute to scientific research, and make an impact in increasing scientific literacy and awareness in the local community, and beyond.

In addition, the Museum offers the following benefits:
• Volunteer t-shirt and nametag
• Free admission into the museum
• Two free guest passes for every 25 hours of service
• Museum Membership discount
• Discount at Museum Store and Café
• Use of the volunteer lounge
• Continuing Education programs, including lectures and tours
• Professional development opportunities
• Invitation to social and recognition events

Age Requirement: 18 years or older
Background checks are required for all volunteers 18 years and older.

Participants 18 and older, [click here to apply](#)!