Highlights Tour Guide
Volunteer Position, NHMU

Position Summary: Highlights Tour Guide will lead Museum guests on a 60 minute tour of the Museum’s permeant collections. Tour Guide 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

Qualifications
- 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
- Background check required
- Valid email

Training Commitment
NHMU Orientation, 3.5 hours, R.S.V.P. required:
- To be Scheduled

On the job training, TBD by volunteer:
Requirements
1. Meet with Coordinator for a tour program orientation
2. Self-Directed Training
3. Shadow veteran tour guides (must be available to do so on Fri, Sat, or Sun)

March 2016
Time Commitment
- A one year commitment of service
- Special Exhibit Guide must be at NHMU 30 minutes prior to their tour
- Special Exhibit Guide need to commit to shifts a minimum of four weeks out
- Strongly encouraged to volunteer for additional Gallery Programming special events
- Applicants with the most flexibility will be given priority

Shifts Available:
Friday Tours will occur at 2pm.
Saturday and Sunday Tours will occur at 12pm and 2pm

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