

Apply by
March 30th



Interpretive Staff Member

Job Description: Interpretive (docent/guide) Staff Members will be trained to engage visitors by working at the Historic Sites of the Lakeshore Museum Center, including the Hackley and Hume Houses, Fire Barn Museum, and Scolnik House of the Depression Era. This position provides guided thematic tours and leads experiential programming at all of our sites to a variety of groups including schools, families, and group tours. This position will begin with training in April and work through the end of December.

Duties and Responsibilities:

- Puts visitors first by treating them as respected guests and serving their needs.
- Become familiar with the historic sites of the LMC and materials presented in trainings as well as present tours and programs at all sites.
- Assist with special programming and events.
- Monitor the safety of the site and its visitors
- Unlock buildings and prepare Sites for visitors. Secure windows, doors, utilities, operate the security system, and close Sites down.

Schedule:

- This is a SEASONAL position
- Begins with training in May and work through the end of December
- A part-time seasonal position is scheduled 5 days per week and will generally work 25 hours per week
- Work days are Thursday through Monday, closed Tuesday and Wednesday
- Weekends are mandatory as scheduled



To Apply: Send resume and cover letter to Erin Schmitz, Historic Sites Program Manager, erin@lakeshoremuseum.org or 430 W Clay Ave., Muskegon, MI 49440. Contact (231) 724-5535 for more infor-