

## **AGECROFT HALL AND GARDENS EMPLOYMENT ANNOUNCEMENT**

Agecroft Hall & Gardens is a 23-acre estate featuring a Tudor house originally built c. 1500 in England and transported to Richmond in the 1920s. Now a museum, the house is open to the public six days a week. For more information, go to [www.agecrofthall.org](http://www.agecrofthall.org).

### **Position Title: TOUR GUIDE (Part Time)**

Ever want to step back in time and get paid to do it? Then consider becoming a Tour Guide at Agecroft Hall & Gardens. Now's your chance! We're recruiting a new class of tour guides, and we are looking for a variety of perspectives to help us share 500 years of stories about our wonderful manor house with our visitors. There is flexibility to work between 10 and 80 hours a month. In addition, ongoing training allows you to expand your knowledge of both Tudor England and Virginia in the 1920s. Make friends with others who share an interest in history, art, gardens, and connections between the 16th century and modern life.

**Reports To:** Manager of Tour Services

**Job Summary:** Facilitates self-guided tours of Agecroft's house and gardens and leads guided tours on occasion. Primary emphasis is on the material culture and social history of a gentry manor house in 16th and 17th century England. Provides excellent customer service at all points of contact including phone inquiries, tickets sales, tour experience, and gift shop.

### **Principal Duties and Responsibilities:**

1. Greet visitors on the phone and on site with a welcoming, pleasant demeanor. Offer professional and courteous customer service to guests throughout their visit from arrival to conclusion of visit.
2. Deliver historically accurate information in a clear and concise manner to groups of visitors of all ages. Use strong public speaking skills to adjust tour delivery style to needs of visitors. *(Main emphasis is life in a manor house in Tudor/Stuart England, but attention is also given to Agecroft's 20th century history in Virginia and its gardens.)*
3. Facilitate sales in the gift shop and operate the point-of-sale computer system.
4. Assist with periodic administrative tasks such as recording daily attendance and assisting in the collection and balancing of monies at the end of the day.
5. Participate in regularly scheduled department meetings.
6. Assist with set up and clean up for Special Events and other activities when requested.
7. Engage in continuous education to increase knowledge of 16th/17th century British history, art and culture as well as interpretive strategies.
8. Maintain open communication with fellow tour guides and supervisor, in efforts to create a pleasant environment for visitors and co-workers.
9. Perform additional duties beyond the scope of above, as requested by immediate supervisor.

**Job Specifications:** Excellent public speaking and interpersonal skills combined with a desire to work with the public required. Interest in 16th & 17th century England, ability to work well with a team, and punctuality essential. Comfort using a computer required. College degree preferred. Sense of humor a plus.

**Working Conditions:** Requires standing and walking for up to 1 ½ hours at a time, as well as an ability to speak clearly and audibly to a group. Ability to lift up to 20 pounds. Flexible hours. Regular weekend work and occasional evening, and holiday work required. Willingness to work weekends is particularly helpful.

This is a part-time position. The pay rate is \$13 to \$13.25/hour.

**How to apply:** Please send a cover letter and resume to Lauren Hatfield at [lhatfield@agecrofthall.com](mailto:lhatfield@agecrofthall.com).

**Website:** [www.agecrofthall.org](http://www.agecrofthall.org)

Agecroft Hall & Gardens is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.