

## **Position Description – Educator (Tour Guide)**

Dakota County Historical Society

1 March, 2019

### **Description**

Site Educators (Tour Guides) are responsible for assisting with the day-to-day operations of the Dakota County Historical Society's historic sites. The DCHS operates three historic sites in Dakota County: The Lawshe Memorial Museum in South St. Paul, the LeDuc Historic Estate in Hastings, and the Sibley Historic Site in Mendota.

Site Educators work closely with the Site Supervisor and other Society staff to execute the mission of the Dakota County Historical Society through providing engaging tours on the history of Dakota County and Minnesota through our historic sites. Each Educator may be assigned additional responsibilities to ensure the organization runs accordingly.

By working closely with staff and volunteers, the Site Educator can help develop and execute programs in addition to providing tours.

### **Responsibilities**

1. Visitor Experience
  - a. Greet the public and provide a positive and memorable experience for guests.
  - b. Lead engaging tours of DCHS historic sites for school and community groups, drop-in guests, and event attendees.
  - c. Assist in developing and implementing new tour and programming content.
  - d. Understand and clearly convey overall Society goals, mission, and programs.
2. Special Events and Programming
  - a. Assist in the development and execution of special events and programming.
    - i. Educator may be delegated responsibility for leading the development and execution of a special event or program.
  - b. Assist with special rental events to ensure guests have positive and stress-free experience.
3. Museum Store
  - a. Site Educators may be required to assist with the museum gift shop.
  - b. Complete opening and closing cash register procedures.
  - c. Conduct merchandising and cleaning of the museum store.
4. Volunteers
  - a. Engage, lead, and support dedicated volunteers in achieving the mission of DCHS and the Estate.
5. Community Relations
  - a. Be an enthusiastic ambassador for the DCHS and historic sites.
6. Site Maintenance & Safety
  - a. Ensure public areas of the site are kept neat, free of obstructions, and safe, both indoors and outdoors.
  - b. Identify unsafe conditions and address if capable of doing so safely.
  - c. Identify maintenance needs for the site as they occur.
    - i. May address maintenance needs if capable and time is available.

