

Living History Tour Guide – The Historic Village at Allaire

The Historic Village at Allaire, one of New Jersey's premier living history museums, is seeking qualified candidates for the role of **Living History Tour Guide**. Whether you are looking to build a successful career in the museum industry or seeking to channel your passion for the past in a new direction, this is an excellent opportunity!

The **Living History Tour Guide** is a part-time seasonal position responsible for welcoming visiting groups to the Historic Village at Allaire and sharing its history with them over the course of a two-hour long tour. This role will support the Historic Village at Allaire's mission to engage and inspire visitors about life in an 1830s industrial settlement. Working independently and collaboratively with Historical Interpreters and other Guides, this candidate will lead visitors between thirteen original historic buildings while immersing them in the sights, sounds, smells, and stories of life in a watershed era in American history. Weave a brilliant picture of life at the Howell Iron Works in 1836 as you escort visitors to the Blacksmith's Shop, visit James P. Allaire's residence, or head to the Chapel to experience an 1830s school day.

The Historic Village at Allaire offers tours by appointment on a seasonal basis from March to November, Monday through Friday between 10AM and 2PM. Weekend hours may be available.

For more information, please contact Ren Kelly, Coordinator of Historical Programming and Group Tours, at LKelly@AllaireVillage.org. Applicants should send a **cover letter** and **resume** to AllaireVillageInc@gmail.com.

Department

Education

Status

Part time, seasonal, scheduled as needed (hours not to exceed 29 hours per week)

Hours

Variable (may include weekend and holiday hours)

Salary

\$15.00/hour

Training

Required, paid

Duties & responsibilities

- Learn about the Howell Iron Works, its residents, and their experiences and lifeways
- Learn additional information about American life in the 19th century
- Wear and explain the significance of 1830s garments to visitors
- Interact with individuals and groups touring the Historic Village at Allaire

- Provide historical information and answer questions about the site and its inhabitants in a polite, professional, and enthusiastic manner
- Create a pleasant, welcoming, and memorable experience for visitors from a diverse range of backgrounds.
- Lead group tours as a part of the school tour program
- Care for all museum exhibits, whether indoors or outdoors

Knowledge & skills required

- High school diploma or equivalent
- Exceptional written and oral communication skills
- Ability to work both independently and collaboratively
- Ability to adhere to a strict timetable when delivering a tour
- Ability to solve problems and make decisions under pressure
- Must be able to stand, walk, and speak clearly for up to four hours.
- Some prior experience working with young children in formal or informal education settings
- Must complete the **Living History Tour Guide** training program
- Positive, cheerful, and professional attitude
- Reliable transportation

Work environment

- High comfort level in dealing with the public
- Indoor and outdoor environment.
- Adverse weather conditions.
- Noise, dust, pollen and insects.

Benefits

- Free admission
- Flexible schedule
- Weekend hours available
- Discounted rates at the Bakery and General Store

The Historic Village at Allaire is dedicated to promoting diversity, equity, and inclusion both within our organization and beyond. We strongly encourage individuals from underrepresented and/or marginalized communities to apply for this role.