



## **Job opening: Seasonal Tour Guide at The Brinton Museum**

Unique job opportunity to be a part of the team at The Brinton Museum, located on the beautiful 620-acre historic Quarter Circle A Ranch in Big Horn, Wyoming. *The Brinton Museum is a multi-faceted institution with a mission to connect the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.*



The vision of The Brinton Museum is to expand upon the work of Helen Brinton, who in 1960 established an institution named after her brother Bradford. Helen's intent was to preserve the Quarter Circle A Ranch and the Brintons' collection of fine art, furnishings, historic and American Indian artifacts and make them accessible to the public. It was her desire that the institution be a source of education and enjoyment to all visitors, regardless of nationality, race, color or creed.

**POSITION SUMMARY:** Tour Guides at The Brinton Museum are an important part of the museum team. Tour Guides help to provide a meaningful and educational experience for all visitors to The Brinton Museum. Tour guides typically work on a seasonal basis during the tourist, or peak, visitation season which runs from mid-May through Labor Day. During this timeframe, The Brinton Museum offers paid, guided tours of the historic Ranch House and the Grounds (including stops at the historical outbuildings) which are led by Tour Guides.

### **ESSENTIAL DUTIES AND FUNCTIONS:**

- Give tours of the historic Ranch House and the Grounds of The Brinton Museum to groups of up to 15 people at a time. Learn, recall and recite historical facts and stories about Bradford Brinton and the Quarter Circle A Ranch.
- Transport tour groups on a golf cart; must be comfortable driving and parking golf carts with up to 8 passengers at a time.
- Greet and welcome visitors. Adhere to admissions and visitor services procedures to ensure each visitor receives excellent customer service. Provide an open and friendly environment by greeting and acknowledging every visitor, giving an appropriate selling effort, and using solid knowledge of the museum, projects and programs.
- Assist the Front Desk Receptionist with duties as needed, to include:
  - Distribution of brochures and other information patrons may need.
  - Completion of tour and membership sales transactions utilizing the point of sale.
  - Opening and closing duties to include point of sale procedures; facility checks; unlocking and locking doors, outbuildings and galleries; general housekeeping practices.
  - Tracking museum visitation.
  - Answering phones and transferring calls to appropriate staff persons.

- Demonstrate effective problem-solving skills to provide customer service at the highest level for both individual museum patrons as well as tour groups.
- Monitor and conduct general housekeeping cleanliness within the tour and admissions areas; ensures that equipment and facilities remain in good repair and that employee and customer safety standards are maintained.

**WORK SCHEDULE**

- Five consecutive days a week (days of week can vary)
- Eight hours a day (scheduled between 8:30am-6pm)

**DESIRED EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent preferred
- Previous customer service experience preferred

**QUALIFICATIONS AND SKILLS:**

- Excellent communication and people skills
- Friendly and helpful nature
- Ability to quickly learn and recite a large amount of historical facts and narratives
- Ability to drive a golf cart
- Ability to walk up to two miles a day and spend two hours at a time standing and walking

**COMPENSATION:**

\$10.50 to 11.50 hourly pay based on qualifications

***Qualified candidates please email cover letter and resume to [tbird@thebrintonmuseum.org](mailto:tbird@thebrintonmuseum.org)***  
***For questions regarding the position please contact Tyshon Bird at 307-672-3173***  
***To learn more about The Brinton Museum go to [thebrintonmuseum.org](http://thebrintonmuseum.org)***