



Historic Huguenot Street

Part-Time Tour Guide

Job Description

Historic Huguenot Street (HHS) is dedicated to preserving a pre-Revolutionary Hudson Valley settlement and engaging diverse audiences in the exploration of America's multicultural past, in order to understand the historical forces that have shaped America. As an educational institution founded by the town's French Protestant descendants and chartered by the University of the State of New York Department of Education, HHS explores the lives of the early European colonists, honors the region's Indigenous people, and acknowledges the enslaved and disenfranchised peoples who built this place. Today, HHS is recognized as an innovative museum and community gathering place, providing visitors with an inclusive presentation of our shared past.

Tour Guides are responsible for learning the tour script, attending training sessions, and upon receiving a positive evaluation by the School Programming Coordinator and the Tour and Interpretation Manager, Tour Guides will lead groups of visitors through historic buildings on Huguenot Street. In the instance that there are no guests scheduled for the guide's allotted tour time, they are expected to report to the Tour Manager for alternative assignments. Other responsibilities may include working at special Huguenot Street programs and events, such as holiday celebrations.

Tour guides also perform duties related to HHS field trips for K-12 students. Field trips last approximately 2 hours, and take place on weekday mornings from March to June. Tour guides who work with school groups are responsible for leading activities such as "mini" historic house tours, feather quill and ink writing practice, and Colonial toy and game play time.

Responsibilities:

- Memorize information in the tour script and use only the methods taught during training
- Maintain a welcoming and professional attitude at all times, answer visitors' questions, and provide excellent customer service
- Lead public tours, private group tours, and school groups, as needed

HISTORIC HUGUENOT STREET | A NATIONAL HISTORIC LANDMARK DISTRICT SINCE 1960

88 Huguenot Street | New Paltz, NY 12561 | www.huguenotstreet.org | (845) 255-1660

- Must be available at least one weekday morning from 9am to 1pm, and at least one weekend day from approximately 10am to 4pm
- Must be prompt and reliable in showing up for scheduled shifts and responding to work communications by telephone, text and/or email
- Must adhere to dress code and expectations set by Historic Huguenot Street

Qualifications:

- Highly-developed communication skills, including confidence while addressing small and large groups
- Ability to memorize information from a script and improvise in multiple scenarios
- Preferred experience and/or training in: public speaking and/or retail and tourism experience
- A strong knowledge and/or interest in history
- Must be able to walk the length of the site, climb stairs, and lock/unlock the historic houses and other structures on site

Hours and Pay:

This is a part-time position at \$14.50 per hour. Work is seasonal on an “as needed” basis beginning in March and ending in December, with a maximum of 25 hours per week.

To Apply:

Applications will be reviewed by the HHS Public Programming Department. Please submit the following via email and formatted as a PDF document:

- 1) Completed application
- 2) Resume
- 3) Letter of interest

to Eddie Moran, HHS Tour and Interpretation Manager
eddie@huguenotstreet.org

Job(s) Applying For:



Where did you hear about us?

Tour Guide

EMPLOYMENT APPLICATION

Name:

Date:

Pronouns:

Address:

City:

State:

ZIP:

Home Phone:

Cell Phone:

Email:

Please tell us about yourself:

What interests you about working at Historic Huguenot Street?

Please describe any special interests and skills that you could bring to our historic site:

Please write in time frames available on each day:

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Time</i>							

Please check the group(s) you are interested in working with: (Tour Guides Only)

Daily Visitors

☐

School Groups

☐

Bus Groups

☐

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Education: School(s) and Degree(s)

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Previous Employers / Professional Experience:

<i>Title/Job Description</i>	<i>Name of Employer</i>	<i>Dates of Employment</i>

Volunteer Experience: (if applicable)

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References: Contact information (name/phone/email)

1. _____
2. _____
3. _____

Signature: _____

Name: _____ **Date:** _____

Thank you for your interest in working at Historic Huguenot Street. We appreciate your willingness to share your time and skills. As an employee, you can also learn more about local history, explore new interests, share your experience, and meet interesting people.

After you submit your application, you will be contacted by a staff member to confirm receipt of application. If you have any questions, please e-mail info@huguenotstreet.org or call [845.255.1660](tel:845.255.1660).