

POSITION: Tour Coordinator
REPORTS TO: Director of Museum Operations
CLASSIFICATION: Full-Time, Salary \$33,000 - \$38,000 annually (DOE)



SUMMARY OF POSITION

We are searching for a vibrant, detail-oriented professional to join our family at Vermilionville as the next Tour Coordinator. Are you an excellent problem solver, multi-tasker, and work well with various personalities? A few main roles would be to book, organize, and greet tour groups. You would schedule musicians and handle artisans' schedules, rotations. In addition, the Director of Museum Operations will need you to perform clerical duties and a spectrum of assignments.

DUTIES & RESPONSIBILITIES

- **Customer Interface** - Work to satisfy customer interaction and experience;
- **Telephone** – Answer telephone; provide information or route calls as necessary;
- **Clerical** – May include but not limited to proofreading, compiling reports, flyer design, and assisting with grant writing;
- **Special Programming/Festivals** – Work with the Director as needed in planning and implementing special programs and festivals;
- **Crafts** – Plan crafts and add-ons for tours, prepare crafts prior to events and return material to appropriate storage; Oversee planning, development, and execution of crafts for special event days (normally 10 to 12 events per year);
- **Summer Camp** – Organize, schedule, oversee staffing, and act as director for summer camp program (4 sessions);
- **Manager-on-Duty** – Serve as MOD for (1) weekend day per six weeks and occasionally weekday evenings and special events;
- **Staff Meetings** – Attend bi-weekly coordinator meetings, programming staff meetings, and other meetings as needed;
- **Policy** – Follow all policies and procedures in the personnel manual.

QUALIFICATIONS

- Ability to speak fluent French is a plus
- Excellent public speaking, customer service, organizational skills required
- Bachelor's degree preferred; tourism/museum experience preferable

If you would like to be a part of our dedicated team, please send a cover letter and resume to ville@bayouvermiliondistrict.org.

Thanks for your interest in Vermilionville Living History Museum & Folklife Park!
www.Vermilionville.org