POSITION DESCRIPTION

**Title:** Visitor Services Assistant  
**Supervisor:** Director of Education & Visitor Services  
**Classification:** Non-Exempt, Hourly, Part-Time, Non-Emergency

Tudor Place Historic House & Garden, a 5 ½ acre historic estate located in the Georgetown neighborhood of Washington, DC, is seeking a **Visitor Services Assistant**. This position is responsible for ensuring a positive visitor experience by operating the Visitor Center, including the Museum Shop. The position assists with the implementation of activities and programs that provide visitors and guests with a pleasant and enriching experience at Tudor Place.

**WORK SCHEDULE**  
Tuesday, Wednesday, Thursday with some weekends/evenings (approximately 21 hours weekly)

**RESPONSIBILITIES**

**Visitor Center & Museum Shop**  
- Open and close the Visitor Center  
- Greet visitors and provide a general orientation to the site; assist visitors and guests as needed  
- Promote programs and events to visitors  
- Answer telephones and direct calls as needed  
- Maintain an orderly and attractive Visitor Center and Museum Shop; restock and order supplies, in consultation with the Director of Education & Visitor Services  
- Assist with product selection and ordering for Museum Shop  
- Plan for and conduct off-site sales events  
- Update and refine online Museum Shop page on Tudor Place website  
- Process, pack and ship Museum Shop purchases made online and by phone  
- Assist with monitoring and restocking Museum Shop inventory  
- Other duties as assigned

**Tours & Programs**  
- Register and receive payment from visitors for hourly tours  
- Manage daily tour and event schedule; assist with docent scheduling for guided house tours  
- Process registrations and payments for education programs through Altru database  
- Lead tours of historic house and garden as needed  
- Aid volunteer docents with tour groups as needed  
- Assist department with maintenance of accurate site-wide visitation statistics  
- Assist Private Events Coordinator with organizing group tours  
- Assist Director of Education & Visitor Services with docent training as needed  
- Assist with special programs, some of which may occur on holidays and after regular work hours

**EXPERIENCE & EDUCATIONAL REQUIREMENTS**
• High School Diploma, some college preferred
• Experience working with the general public in a museum or other front-line position
• Desire to work in a historic setting and respect for the preservation of the historic building and its collection
• Proficiency in Microsoft Excel
• Computer literacy with ability to learn necessary office technologies including Altru, a Blackbaud constituent management system used for museum operations
• Courteous, professional manner
• Ease with public speaking or leading tour groups
• Ability to work collaboratively as part of a diverse team of education and visitor services professionals
• Flexibility, problem-solving skills and adaptability to changing needs in a customer service setting
• Experience working with volunteers a plus
• Ability to work in a wide range of environmental conditions

COMPENSATION & BENEFITS
Compensation is based on experience. Salary range starts at $17/ hour.

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking and Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

TO APPLY
Please email Helen Hubbard-Davis, Director of Finance & Administration, at careers@tudorplace.org with a resume and cover letter. Please include “VS ASSISTANT” in the subject line. No phone calls please.

Tudor Place is an Equal Opportunity Employer.