

EXHIBIT DOCENT (FT, hourly)

About Hildene:

Hildene is a 501c3 nonprofit organization dedicated to preserving and promoting the legacy of the Lincoln family through its mission: *Values into Action*. Once the summer estate of Robert & Mary Lincoln, Hildene is comprised of a 1905 Georgian Revival home, formal and working gardens, restored 1903 Pullman railcar Sunbeam, agricultural operations, cheesemaking facility, 12 miles of trails, and year-round programming, all on 412 acres in beautiful Manchester, Vermont. We are among Vermont's top tourist destinations, attracting guests from all parts of the globe. www.hildene.org

POSITION OVERVIEW:

This is a public facing position that is integral to Hildene's mission, Values into Action. Daily responsibilities include guest engagement, exhibit interpretation, guided tours, and daily opening and closing procedures. It requires a calm, steady demeanor, and the ability to treat all guests with respect, dignity, and kindness without regard to race, gender/sex, ability, religion, or country of origin. (Full-time, hourly; weekends required)

REQUIREMENTS & RESPONSIBILITIES:

- Demonstrate a working understanding of the property and its history
- Engage guests in a welcoming and open manner
- Interact with volunteers and other departmental staff
- Oversee guest interactions and direct them using positive strategies
- Present scripted information to guests with clear and informative language
- Respect and enforce protocols for guest safety, historic artifacts, and estate at large
- Perform and adhere to daily opening and closing exhibit procedures and maintenance
- Seasonal responsibilities and other duties as assigned
- Weekends Required
- Follow all active COVID-19 protocols (subject to change)

The successful candidate will be a clear communicator, be able to stand for long periods, lift up to 20 lbs., have a clean, neat, professional presentation, and put forth a positive and welcoming demeanor.

QUALIFICATIONS:

Education: High school diploma or GED equivalent required; college degree highly desirable

Experience: Minimum 1 year of customer service or experience with a non-profit organization. Experience in museum work, conservation, or historical preservation preferred

Other: Must follow all active COVID-19 protocols (subject to change)



PAY: Full Time, hourly @ \$15/hour

Benefits include: dental and vision after 60 days; life and AD&D insurance; paid time off after 6 months; holidays; simple IRA account with employer 2% contribution after eligibility requirements are met.

Please email a letter of interest, resume, and 3 – 4 references to Jesse Keel, Manager of Collections & Exhibits: jesse@hildene.org. *Incomplete applications will not be considered.*

Hildene, The Lincoln Family Home believes diversity in identities, perspectives, and backgrounds, fosters creativity and enriches the workplace for us all. We deeply value different points of view that allow us to include and celebrate the diversity within our company, as well as build out better experiences for our guests and members. We welcome applicants of any race, religion, color, national origin, citizenship, gender, sexual orientation, age, and socioeconomic, marital, veteran, and disability status.

