

EXHIBIT DOCENT (FT, Seasonal)

About Hildene:

Located in southwestern Vermont, Hildene was the seasonal residence of Robert Lincoln and his wife Mary. Mr. Lincoln was the only child of President Abraham Lincoln and Mary Todd Lincoln to survive to adulthood. Between 1905 and the death of their granddaughter Mary Lincoln Beckwith in 1975, more Lincolns (three successive generations) lived at Hildene than at any other place in the world. In 1978, the non-profit Friends of Hildene purchased and preserved the estate which is open to the public year-round.

Hildene is among Vermont's top cultural heritage sites and tourist destinations. Our nonprofit attraction is comprised of a 1905 Georgian Revival home, formal and working gardens, restored Pullman railcar Sunbeam, agricultural operations, cheesemaking facility, twelve miles of trails, and year-round programming, all on 412 acres in beautiful Manchester, Vermont. Abraham Lincoln's values, shared through the estate his son Robert and subsequent generations maintained and cherished, are at the heart of our mission.

Learn more at: hildene.org.

POSITION OVERVIEW:

Reporting to the Exhibits Manager under the overall supervision of the Director of Guest Services and Retail Operations, this full-time position requires excellent communication and oratory skills, customer service experience and an interest in history. Daily responsibilities include guest engagement, exhibit interpretation, guided tours, and daily opening and closing procedures.

The successful candidate will be detail oriented, comfortable interacting with a diverse public of all ages, punctual, able to follow written and verbal instructions, and able to stand for long periods, have moderate memorization skills, a clean, neat, professional personal presentation (uniforms required), and put forth a positive and welcoming demeanor. Proven candidates will have the opportunity to be cross trained for multiple roles.

(Seasonal position. Full-time, hourly, 40 hours per week; weekends required.)

Responsibilities:

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Present scripted information to guests with clear and informative language.
- Engage guests in a welcoming and open manner.
- Maintain interpretive standards.



- Providing support to other interpretive staff, and other duties as required. Experience in museums or historic sites preferred.
- Demonstrate a working understanding of the property and its history.
- Oversee guest interactions and direct them using positive strategies.
- Respect and enforce protocols for guest safety, historic artifacts, and the estate at large.
- Public facing role requires a calm, steady demeanor, and the ability to treat all guests in a non-discriminatory manner with respect, dignity, and kindness.

Physical Requirements

- Must be able to remain in a stationary position for prolonged periods of time.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information.
- Move about inside exhibits to engage with guests.
- Move objects weighing up to 20 lbs.

QUALIFICATIONS:

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

Experience: Experience with museums or non-profits preferred.

Duration: Seasonal position, May 20 – October 31, 2024.

Schedule: Thursday – Monday (weekends required).

Compensation: \$14/hr.

Additional Information:

Background check required of applicants 18 years of age or older.

TO APPLY: Please email a cover letter, resume and three references to Catherine Dirix, Director, Guest Services and Retail Operations at dirix@hildene.org. Incomplete applications will not be considered.

Hildene, The Lincoln Family Home is an Equal Opportunity Employer and welcomes candidates for employment who will contribute to our diversity.

