



**SACRAMENTO  
HISTORY ALLIANCE**  
*Connecting People Through History*

**Historic Old Sacramento Foundation  
Gold Rush Experience Tour Guide  
Job Description - 2015**

*Please read job description carefully before submitting application.  
Applications can be found online at [www.SacHistoryMuseum.org](http://www.SacHistoryMuseum.org)*

The Historic Old Sacramento Foundation is looking for reliable self-starters with can-do attitudes, integrity, enthusiasm, and a driven work ethic to lead Gold Rush Experience walking tours within the historic district. Tour Guides must be professional, have experience working with the public, possess excellent customer service skills, and have an interest in history, theater and/or education.

Preferential consideration will be given to those with college-level coursework in history, theater, education, or to those with tour guide experience.

**Duties include:**

- Speaking to large, diverse groups and guiding them through the district in a clear, organized, and creative way
- Returning tour groups to the Museum in a timely manner
- Answering visitors' questions
- Participating in tour guide training
- Reading the interpretive plan and using it to develop your own unique 50 minute-long tour
- Assisting Tour Coordinator with ticket sales, equipment collection, etc.
- Working in historic attire

Successful candidates will be reliable, enthusiastic, energetic, articulate, good public speakers, friendly, and responsible. Applicants able to speak multiple languages, including American Sign Language, are encouraged to apply. Interested parties should keep in mind that this is a part-time position. Tour Guide shifts are created on an as needed basis. Guides should be prepared to work as few as zero to 15 hours a week but must be available to work at least four shifts a month.

**Tour Guide Criteria:**

- Able to lift 25 lbs.
- Able to walk on stairs and uneven surfaces
- Those with compromised immune systems should consider carefully before applying (asthma, allergies, etc.)
- Understanding of and appreciation for Sacramento's history
- Ability and desire to research to expand your knowledge
- Adaptive: can remain calm and in charge of the group, can respond quickly to questions and emergencies
- Punctual and reliable
- While volunteers are sometimes available to assist in moving tour groups along, Tour Guides should be prepared to work without a volunteer.
- Creative: no two tours should be the same
- Willingness to perform as a period-appropriate character is encouraged but not mandatory
- Flexible work schedule: willing to work weekends and evenings
- Have an email address and actively check it

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Name (print)

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Signature

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Date