



## **Meadow Garden Tour Guide and Visitor Services Assistant Position Description**

**Purpose of Position:** The purpose of this position is to guide tours and assist with visitor services in the Heritage Education Center at Meadow Garden, home of George Walton, signer of the Declaration of Independence, in Augusta, Georgia. Primary responsibilities will involve welcoming guests, ticket sales, guiding tours, assisting shoppers in the *Gift Shop at Meadow Garden*, and assisting with other activities at the historic house museum.

The property is owned by the Georgia State Society, National Society Daughters of the American Revolution. All duties will be in accordance with Meadow Garden's mission and in alignment with the policies and objectives established by the Georgia State Society, National Society Daughters of the American Revolution Bylaws and the Meadow Garden Standing Rules.

### **Duties of the Position:**

- Work on site at Meadow Garden to greet visitors, provide information, and take payment for tours with the Square Point of Sale System
- Provide guided narrated tours of this historic house
- Assist visitors in the *Gift Shop at Meadow Garden* located in the Heritage Education Center, to include providing information, packing purchases, and taking payment with the Square Point of Sale System
- Open and close the the Historic House, Heritage Education Center, and Smokehouse Restroom observing all security requirements, both manual and electronic in accordance with instructions in the *Meadow Garden Employee Guidebook*
- Provide light housekeeping to include dusting and tidying public areas
- Other duties as assigned

**Guidelines:** The Tour Guide and Visitor Services Assistant reports to the Director of Meadow Garden under the governance of the State Chair of Meadow Garden, Georgia State Regent, and Meadow Garden Board.

The Tour Guide and Visitor Services Assistant must be friendly and outgoing as they engage our guests and make them feel welcome. This position requires strong communication and presentation skills and a passion for history. Resources and training will be provided for all aspects of the position including giving tours. After training, the Tour Guide and Visitor Services Assistant:

- Must be prepared to give tours in accordance with Meadow Garden resources, which include primary sources and research materials
- Must have proficiency in with the Square Point of Sale System



**Environment and Restrictions:** Duties of this position are performed in three air conditioned and heated buildings on the Meadow Garden premises:

- The Historic House, a two-story house museum with a cellar
- The Heritage Education Center, a two-story building with the ground floor serving as *The Gift Shop at Meadow Garden*, tour reception, and the Director's office. In this area, a video of the house tour may also be conducted for those with disabilities who cannot traverse the stairs in the historic house. The second-floor of the Heritage Education Center is a meeting room and the location of the archives for the Georgia State Society, Daughters of the American Revolution.
- The Smokehouse Restroom, a one-story restroom facility

The position requires light exertion, climbing stairs several times a day, routine bending, stooping, walking, light lifting up to 25 lbs., and exposure to normal household cleaning products and normal household dust. Light housecleaning, dusting, vacuuming, and bathroom cleaning are required.

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For more information about Meadow Garden please visit our website <https://historicmeadowgarden.org>. The application can be found at <https://historicmeadowgarden.org/job-opportunities>. You are welcome to submit a resume but one is not required.

Please complete the application and send it to [info@historicmeadowgarden.org](mailto:info@historicmeadowgarden.org).