



Friday, April 28, 2017

The East Hampton Historical Society is hiring a **part-time staff member** to operate the **Mulford Farm Museum** on **Saturdays and Sundays in July and August**

Hours of operation:

Saturdays 9:30am-5:30pm (museum open to the public from 10am-5pm)

Sundays 11:30am-5:30pm (museum open to the public from 12pm-5pm)

Duties:

- Secure opening and closing of the historic farm house and barn
- Offering a friendly welcome and helpful directions to guests as they tour the historic buildings and grounds, sharing information on the history of the site
- Light tidying up as necessary to ensure the historic buildings and grounds are presentable for guests and taking note of any maintenance issues to alert EHHS maintenance staff
- Taking admission fees and securely processing admission fees at the end of the day
- On select weekends special events take place on the property and you will receive instruction on how this will affect the operations of the Museum

Skills required:

- Responsible and trustworthy to ensure the safe care of historic buildings, collections, and grounds
- Strong communications skills and enthusiasm for interacting with the public, with visitors of all ages and group sizes
- Strong problem solving skills to independently assess situations and think of quick solutions

This is a great entry level job for a student on summer break with an interest in museums or history, or any individual with a love of history and some time on their hands!

Applicants, please send a statement of interest and resume to: jill@easthamptonhistory.org

The position will remain posted until filled.