

**MUSEUM DEPARTMENT  
JOB DESCRIPTION**

**TOUR GUIDE**

**EXEMPT:** No

**UNION:** No

**GENERAL STATEMENT OF JOB:**

Conducts tours of Bevans Lead Mine and Rollo Jamison Museum to a variety of visitors.

**EXAMPLES OF WORK PERFORMED:**

Section 1. Specific Activities

- 1.1 Conducts tours and orally explains aspects of the Mine and Rollo Jamison Museum.
- 1.2 Responds to questions from visitors.
- 1.3 Assists in selling tickets and gift items.
- 1.4 Cleans museum premises.
- 1.5 Restocks store items.

Section 2. Peripheral Activities

- 2.1 Drives and picks up supplies.
- 2.2 Performs other duties as requested or as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Solve practical problems, variety of variables with limited standardization; interpret instructions. Arithmetic calculations involving fractions, decimals, and percentages.

Skill in operation of listed tools and equipment.

Ability to communicate effectively, verbally or in writing, with customers for ticket sales and tours; general public for inquiries. Employee will be familiar with details of job to do it reasonably well within 2 weeks or less.

**TOOLS AND EQUIPMENT USED:**

Cash register, TV and VCR, vacuum cleaner, mop and bucket, broom, telephone and intercom.

**CONFIDENTIAL DATA:**

None.

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly hears; talks; has contact with public; climbs stairs. Employee frequently stands; sits; walks; holds; uses the telephone. Employee occasionally drives motor vehicles; reaches; grasps; works alone; stoops, kneels, crouches, or crawls; climbs ladders.

Employee must be able to frequently lift up to 10 pounds; occasionally lift over 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus.

**ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent.
2. No related work experience needed.
3. Valid Wisconsin driver's license.

**STATEMENT OF WORKING CONDITIONS:**

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to dirt and dampness when working in the mine and doing museum cleaning.

**POSITION ACCOUNTABILITY:**

REPORTS TO: Works under Museum Specialist - Education.

SUPERVISION EXERCISED: None.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Common Council: 5/8/01

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