

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

Fort MacArthur Museum

3601 S. Gaffey St., San Pedro, CA 90731
310-548-7705

MUSEUM GUIDE

Available Hours

0-20 hours per week; various shifts currently Tuesday, Thursday, Sunday & Saturday, 12:00 p.m. – 5:00 p.m. and some evening and/or morning hours during special events; hours are not guaranteed and based on site needs.

Job Description / Duties (sample below)

- Work primarily on weekend shifts during the site's open hours and work location will vary according to the needs of the facility but may also include some weekdays and some evening hours during special events.
- Assisting with visitor relation including but not limited to:
 - Opening and closing museum and site
 - Greeting visitors
 - Leading group tours
 - Answering phones
 - General office duties
 - Cash handling
 - Interacting with volunteers, donor, and the general public.
 - Working with education programs, and school/group tours
- Setup, breakdown, and cleaning/sanitizing needs; ex: tables, games, activities, food and canopies.
- Other assigned duties as assigned by the Curator and/or Director
- Guides may be called upon to fill in for sick or vacationing guides as needed.

Qualifications (sample below)

- High School Diploma
- Positive attitude
- Excellent communication skills and public speaking.
- The candidate must be able to interact with a diverse public in a cheerful and helpful manner.
- Flexible person able to adapt to new and changing situations.
- Must be able to follow directions, be on time, and reliable.
- Previous experience with museums, non-profits, and/or volunteers is desirable.
- Ability to comfortably walk and climb stairs throughout the day escort the public through the museum on tours as well as opening and closing doors and windows. Being comfortable in small spaces and underground a plus.
- Tours and special events may require the candidate to stand for extended periods of time.

To Apply

Send resume to:

Joe Stackhouse, Senior Recreation Director

joe.stackhouse@lacity.org

310.548.7705

Last Day to Apply:

Open until sufficient applications are received.

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf