

**City of Los Angeles, Department of Recreation and Parks  
Los Angeles Maritime Museum  
(310) 548-7618**

**Museum Guide/Part-Time Position**

The Los Angeles Maritime Museum is seeking a part-time museum guide who will work primarily weekend shifts but should also be available for occasional weekdays/ special events.

**Salary:** \$18.79 per hour. Total hours must not exceed 20 hours per week, or 40 hours per pay period.

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

**Responsibilities**

Museum Guides are responsible for assisting the facility director with visitor relations including but not limited to: opening and closing the museum, greeting visitors, answering phones, general office duties, cash handling, leading group tours, and interacting with volunteers, donors, and the general public.

**Requirements**

The requirements include a high school diploma, a positive attitude, and excellent communication skills. The guide must be able to interact with a diverse public in a cheerful and helpful manner. The candidate must be a flexible person able to adapt to new and changing situations. Previous experience with museums, non-profits, and/or volunteers is desirable.

**Physical Requirements**

Tours and / or special events may require the candidate to stand for extended periods of time.

**Hours**

The position is part-time and offers intermittent work mainly on weekends but also may include some weekdays and some evening hours during special events. The majority of work hours would be 12:00pm - 5:00. PM. The guide's schedule will be set by the Maritime Museum Director. Guides may be called upon when needed to fill in for other sick or vacationing Guides.

**Contact Information**

Send your resume and references to Marifrances Trivelli, Director, Los Angeles Maritime Museum at [Marifrances.trivelli@lacity.org](mailto:Marifrances.trivelli@lacity.org).

Last day to apply: March 9, 2023

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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)