

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

Los Angeles Maritime Museum

Berth 84, Foot of Sixth Street, San Pedro, CA 90731

310-548-7618

MUSEUM GUIDE

Available Hours

Up to 20 hours per week; various shifts Sunday- Saturday, 12:00pm – 5:00 p.m. including possible evening and/or morning hours during special events; hours are not guaranteed and based on site needs.

Job Description / Duties

- Work primarily on weekend shifts during the site's open hours
- 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 relations including but not limited to:
 - Opening and closing building and site
 - Greeting visitors
 - Leading group tours
 - Answering phones
 - General office duties
 - Cash handling
 - Interacting with volunteers, donors, and the general public
- Setup, breakdown, and cleaning/sanitizing needs; ex: canopies, tables, food, games and activities.
- 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

- High School Diploma preferred.
- Positive attitude.
- Excellent communication skills and public speaking.
- The candidate is expected to be able to interact with a diverse public in a cheerful and helpful manner.
- Flexible person able to adapt to new and changing situations.
- Able to follow directions, be on time, and reliable.
- Previous experience with museums, non-profits, and/or volunteers is desirable.
- Must be physically able to climb stairs and ramps throughout the day to escort the public through the museum on tours.
- Tours and special events may require the candidate to stand for extended periods of time.

To Apply

Send resume to:

Marifrances Trivelli, Director

Marifrances.trivelli@lacity.org

Last Day to Apply

April 26, 2022