



Coach Tour Guide

Term:	Part-time. Employment may be terminated or extended at the will of the VMHA.
Start Date:	April, 2024
Schedule:	Part-time. Based on the 2024 Cruise Ship schedule (See Addendum A)
Wage:	\$17.50 hourly.
Benefits:	As determined by VMHA Personnel Policies.
Reports to:	Museum Services Manager
Employer:	The VMHA will contribute to the State Unemployment fund for the employee and will provide Worker's Compensation to cover the employee in case of a work-related injury.
Position Overview:	Tour guide and narrator on coach with cruise ship passengers. Travel on a prescribed route through Valdez and along the Richardson Highway where passengers disembark to explore the surrounding environment. Create place-based experiences while sharing the stories of Valdez and the region. Direct participants' attention to key sites, natural phenomena, and flora and fauna, that illustrate the unique history, events, geography and cultural expression of the area as seen in evidence.
Essential Job Functions:	<p>Helping people who visit become familiar with Valdez and the region:</p> <ul style="list-style-type: none">• Knowledgeable about Valdez history, its significance, key location and design• Knowledgeable about the geography, natural history, flora and fauna of region.• Self-starter with the willingness to study and learn the history, etc. of the area on their own, if not already knowledgeable• Excellent public speaking skills• Ability to highlight the key points of the tour with ease and in a timely manner• Field and answer questions quickly• Personable and friendly• Punctual, yet flexible.• Stand and speak on moving bus• Familiar with using technology, iPad• Ability to give clear directions to places of interest• Able to interact with people from different backgrounds and those with limited mobility

Helpful, but not necessary

- Second language knowledge: French, German, Italian, Spanish. American Sign language, etc.

Tour guides will perform the following tasks:

- Greet tour groups at the Kelsey Dock or other location as requested
- Board the coach of tour operator
- Embark and disembark coach with groups at various stops
- Describe places and sites to visitors
- Provide directions to visitors

Job Requirements: **Training requirement. Starting March, 2024, train with Curator of Education & Public Programs to thoroughly understand the tour route, timing, content and delivery.**

This job description is not intended to be all-inclusive. All museum employees are expected to perform other duties to the ongoing needs of the organization.

ADDENDUM A

2024 Cruise Ship Operations

Viking Orion and Silversea

ETA, 8:00 AM, ETD 4:00 PM

Pick up at Kelsey Dock

Wednesday, May 8, 2024

Friday, May 17, 2024

Wednesday, May 22, 2024

Sunday, May 26, 2024

Wednesday, June 5, 2024

Tuesday, June 11, 2024

Saturday, June 15, 2024

Wednesday, June 19, 2024

Monday, July 1, 2024

Wednesday, July 3, 2024

Friday, July 5, 2024

Sunday, July 21, 2024

Wednesday, July 24, 2024

Thursday, July 25, 2024

Sunday, August 7, 2024

Saturday, August 10, 2024

August 14, 2024

Wednesday, August 21, 2024

Friday, August 23, 2024

Friday, August 30, 2024

Tuesday, September 3, 2024

Wednesday, September 11, 2024

Tuesday, September 17, 2024