

Position Description

Position Title:	Read House & Gardens Lead Ambassador	Date:	April 2026
Reports To:	Read House & Gardens Experience & Education Manager	FLSA Status:	Non-exempt
Department:	Read House & Gardens	Position Status (FT/PT)	Part-time

Read House & Gardens Lead Ambassador

Role overview:

The Read House & Gardens Lead Ambassador will work closely with the RH&G Experience & Education Manager to coordinate basic museum operations, collect and analyze visitation data, and craft overall visitor experience. In addition to these tasks, the Lead Ambassador will work alongside Museum Ambassadors to guide visitors and students through the 14,000-square-foot mansion and to lead youth and adult educational programs and will help to ensure continuity and dissemination of information among the Museum Ambassadors.

Applicants should be comfortable speaking in front of groups of various sizes and should demonstrate a desire to work with and around children, as well as to engage with a diverse audience and multiple historical perspectives and interests. Individuals from various backgrounds looking to share their passion and knowledge of art, history, and culture are encouraged to apply.

This position is part-time with a regular schedule of 24 hours per week. This role is Thursday through Sunday (March-December) with occasional hours when the house is closed to the public in January and February as well as occasional evening hours.

Position Responsibilities:

- Conduct tours and educational programming at the Read House & Gardens. This includes walk-in tours on weekdays and weekends, adult group tours, school field trips, and assistance during public programs and special events.
- Contribute to the development and implementation of educational programs and resources.
- Complete administrative tasks including weekly visitation, monthly staff scheduling, and gift shop inventory.
- Provide excellent customer service and work with the RH&G Experience & Education Manager to ensure a positive, welcoming, and inclusive experience for museum visitors
- Assist in collection and reporting of tour, exhibit, and event visitation and survey data
- Help train part-time visitor services staff and help to relay information between the Experience & Education Manager and the Museum Ambassadors
- Help coordinate communication with visitor audiences via phone, email, and web platforms
- Maintain visitor spaces, equipment, and supplies

- Ensure welfare and safety of visitors and provide security for collections
- Complete special projects as assigned
- Assist with other operational tasks as directed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma
- Interest in situating the Read House within local, national, and global history
- Willingness to continually expand and refine your understanding of historical concepts
- Comfort speaking in front of groups, answering questions clearly and directly, expressing concepts effectively to museum visitors, and interacting enthusiastically with people of all ages, educational levels, and backgrounds
- Willingness to learn, apply, and refine new teaching methodologies, especially object-based approaches
- Effective interpersonal skills and ability to work as part of a team
- Comfort with classroom and museum technologies
- Positive attitude, an open mind, and flexibility

PREFERRED SKILLS

- Bachelor's degree
- Experience in history, art history, architecture, studio art, or a related discipline

ADDITIONAL NOTES

Work Schedule: 24 hours per week, to include four shifts of 10:30 a.m.–4:30 p.m. from Thursday through Sunday. Pay is \$18/hour.

Physical requirements:

- Must be able to navigate stairs in a large historic house; stand or walk for extended periods of time, sometimes on uneven outdoor surfaces; and occasionally move or lift objects of average weight up to 25 lbs.
- Must be able to adapt to high-paced environments.
- Must be able to work in indoor and outdoor environments.
- Must be able to maintain regular, punctual attendance onsite, including regular weekend hours and occasional evening hours.