

Job Requirements

- Must have a High School diploma or GED. Prefer an associate degree , bachelor's degree or student working toward a degree. Must be 18 or older.
- Effective, engaging and persuasive communication skills. Ability to write and speak clearly and informatively and to present information to Museum visitors of all ages and backgrounds.

Experience in the hospitality field and/or tourism fields are a plus.

- Tour guide should be comfortable greeting and orienting individuals as well as groups to the museum and attraction facilities.
- Must be in good physical health, able to remain standing for at least 30 minutes.
- Must be able to work on weekends, certain designated holidays, some extended hours
- Must be a team player, adaptable, dependable, trustworthy, confidential, personable, have reliable transportation and able to take direction from directors.
- Must be able to maintain a professional composure and appearance at all times.
- Must have reliable transportation, be punctual, well-spoken, flexible, honest, well groomed, possess a strong work ethic, an outgoing personality and believe in the museum's mission to honor the legacy of Jesse Owens.
- Must be flexible with scheduling and able to change plans occasionally.
- Proficient in or willingness to learn P.O.S. system, as well as some knowledge of computers, and use of software such as Microsoft Word, and Microsoft Outlook for emailing.
- Must have an Outgoing personality and clear enthusiasm for Jesse Owens and his legacy are essential.
- Be proactive.
- Must be fully accepting of all races, creeds, ethnicities, cultures, and nationalities. Must be completely free of any biases. Prefer multi-cultural experience. Spanish speaking is a plus.

Job Responsibilities

- Ensure that all visitors are welcomed and enjoy a pleasant experience during their visit as the impression made directly reflects on the Jesse Owens Museum, Lawrence County, and the State of Alabama.
- Greet and orient visitors to the museum and other attractions, answer questions, and interact with all visitors/staff in a courteous and respectful manner at all times (i.e. providing helpful answers to questions, be available but not intrusive.)
- Read and learn as much as possible about Jesse Owens and his life and accomplishments both athletic and humanitarian in order to be able to answer questions, Inform and educate visitors as needed about Jesse Owens life. Be able to cover a range of topics from Jesse's birth and childhood here in Oakville, AL, his family's move to Cleveland, Ohio when he was nine, his school and track experiences there, his experience running for Ohio State, the fame he earned at 1936 Hitler Olympics, his family life, his friendships, and his extensive humanitarian and youth mentorship endeavors following the Olympics. Books and movies provided for research.
- Ensure a safe and pleasant environment for all visitors/staff.
- Ensure that policies & procedures designed to protect JOM collections, property, staff, volunteers, and visitors are followed.
- Monitors security cameras, visitors and alarm systems.
- Daily Administrative Duties: Report writing, emailing, compiling visitor statistics, and texting to convey messages to other employees and directors.
- Patrols/inspects Museum and grounds.
- Assist guests with gift store merchandise and inventory and process sales through the P.O.S system. Tidy and straighten merchandise as needed.
- Perform basic housekeeping tasks as needed ensuring the Museum and other buildings are clean, presentable and welcoming for all guests.
- Opening and closing the museum, replica home, pavilion restrooms and welcome center.
- Scheduling museum tours, pavilion reservations, and ball team practice times.
- Answer phone calls, take and deliver messages for directors and give directions to the facility.
- Operate theater documentary Audio Video Equipment.
- Monitor outside facilities such as pavilion, restrooms and replica home

Jesse Owens Museum and Park

JOB APPLICATION

Complete, scan, and email to **jesseowens@charter.net**

OR complete and mail to 7019 County Road 203 Danville, AL 35619.

Name _____
Last First Middle Maiden

Address _____

Email _____

Home Phone _____ Cell Phone _____

Date of Birth _____

Position Applying For: _____

Tour Guide, Substitute Tour Guide, or Occasional Group Tour Assistant

Date you can start _____

Salary Desired _____

Are you employed? _____ If so, may we inquire of your present employer? _____

Schedule Availability: It is very important that we know the exact hours that you will be available to work. Everyone will be expected to work some weekends and holidays

The Museum's normal operation hours are 10-4 pm. Sunday hours are 1-4. However, special events and tour group requests sometime necessitate staff members arriving earlier for set-up and/or staying later for breakdown and cleanup.

How many hours can you work weekly? _____

Days/hours available to work
Daily Hours are 10-4.

Additional Comments

Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____
Sunday _____ to _____

EDUCATION	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
HIGH SCHOOL				
COLLEGE				
COLLEGE				
COLLEGE ADVANCED DEGREE				
BUS OR TRADE SCHOOL				

Have you ever been in treatment for a prescription drug, illegal drug, or alcohol problem? If yes, please explain. Yes___ No___ If yes, explain_____

Have you ever been convicted of a felony? Yes___ No_____

If yes please explain _____

REFERENCES

Please list two references other than relatives whom you have known for at least two years.

Name _____

Name _____

Type Relationship_____

Type Relationship_____

Position_____

Position_____

Company_____

Company_____

Address_____

Address_____

Telephone _____

Telephone _____

Email _____

Email _____

