

Summer Tour Guide

**William Butterworth Foundation
1105 8th Street
Moline, IL 61265**

Organization Mission and Background

The William Butterworth Foundation is dedicated to leveraging its strong heritage and valuable resources to actively support artistic, charitable, cultural and educational endeavors that enhance the quality of life for individuals and families in the greater Quad Cities community.

Katherine Deere Butterworth's community involvement and philanthropy led her to establish the William Butterworth Foundation in memory of her husband. Two historic homes, once belonging to John Deere's descendants, are now operated by the William Butterworth Foundation. The sites, Butterworth Center & Deere-Wiman House serve as year-round sites for 1) quality educational and cultural events; 2) tours for local, national, and international visitors; and 3) meeting space for non-profit organizations valued at over \$300,000 annually.

Position Summary

The Summer Tour Guides, under the supervision of the Director of Programs & Collections, provide an engaging learning experience for large and small groups in the two historic homes.

Salary Status: Hourly, Summer Temporary

Salary Range: \$10/hour

Reports to: Director of Programs & Collections

Supervises: None

Work Schedule: July 9 through August 27 (12:30 – 5 pm) plus training in June. Approximately 50 hours total.

Job Duties:

- Learn about the history and architecture of the homes, Deere Family history and best practices for interactive tours
 - Become knowledgeable of information included in the Docent Guide
 - Attend docent training sessions when scheduled
 - Shadow other tours and practice

- Provide guided tours on Sunday afternoons from July 9 through August 27 (12:30 – 5 pm) of one or both historic homes.
- Follow site-specific opening and closing procedures.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Summer Tour Guide. Duties, responsibilities and activities may change at any time.

Required Qualifications

- Ability to stand and walk for long periods of time, climb stairs
- Ability to pass background check, particularly as related to sexual and child endangerment offenses
- Effective oral communication
- Familiarity with Google Mail and Calendars
- Available to work most days listed in description

Ideal Candidate Strengths/ Preferred Qualifications

- Excellence in oral communication for small and large groups
- Experience working with multi-generational teaching environment and or providing tours for an historic site or other learning situation
- Available to work for all days listed in description and additional availability during the week
- Available for internship or graduate assistantship in Fall 2017 developing a self-guided tour of the site.
- Strong commitment to personal lifelong learning

Working Environment

- Historic buildings on multiple floors

Preferred Education/Experience:

- Museum studies or education course work at the college level

Additional Information

For more information about the William Butterworth Foundation, visit www.butterworthcenter.com.

To Apply

Submit a cover letter, resume, and contact information for three references to: Gretchen Small, Director of Programs & Collections, at hr@butterworthcenter.com

Review of applications will begin May 1, 2017.