

<b>Job Title:</b>	RSI – Historic House Guide/Educator	<b>Revision Date:</b>	March 22, 2024
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Theresa Stuhlman
<b>Hourly Rate:</b>	\$18.00/hour	<b>Application deadline:</b>	Open Until Filled
<b>Position Type</b>	Temporary/Seasonal Employment Nine (9) Months in Duration		

**Overview of City of Philadelphia**

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

**Agency Description**

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City’s residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at [www.phila.gov/parksandrec](http://www.phila.gov/parksandrec), and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

**Position Summary**

Fairmount Park is home to four historic houses which are open to the public as house museums. The homes served as the rural summer villas of wealthy families during the eighteenth and early nineteenth century. They are considered among the most significant examples of early-American architecture and their styles, furnishings, history, and stories illustrate the culture and domestic lives of the time.

The Recreation Specialty Instructor (RSI) will lead tours at Lemon Hill Mansion or Laurel Hill Mansion. Guides communicate carefully researched historical information to help the public connect with each site’s rich history. Tours include information on 18th and early 19th-century architecture, lifestyles, and the occupants of the houses. The guide will be responsible for working from 10 a.m. to 4 p.m. every Thursday to Sunday from hire date until late December, 2024. Training is provided.

Other job responsibilities include ensuring facility is ready for visitors, assist with social media postings/marketing, assisting with special public programs, writing short blog posts, coordinating with on-site staff/caretakers and light administrative duties. This position reports to the Planning Preservation and Development Administrator.



We are seeking individuals who:

- Reside in Philadelphia
- Are passionate about history and storytelling.
- Are enthusiastic, friendly and personable.
- Enjoys interacting with the public and the diverse communities around the historic houses.
- Can work consistently Thursday to Sunday, 10 a.m. to 4 p.m. from mid-April through December.
- Can drive (parking space provided), cycle, or take public transit to Lemon Hill or Laurel Hill.

### **Responsibilities**

- Welcome visitors and provide directions to other historic houses and park sites.
- Share compelling stories with the public.
- Conduct additional research online to enrich tours.
- Track visitor attendance.
- Serve as liaison to Parks & Rec staff and/or stewardship groups involved with each house.
- May assist with social media, public programs and blog posts

### **Competencies, Knowledge, Skills and Abilities**

- Deep understanding of American history and culture.
- Interest in art history, and architectural history.
- Excellent verbal communication skills.
- Extraordinary customer service skills.
- Excellent written, verbal, and electronic communication
- Comfort offering ideas, proposing solutions, and asking questions when appropriate.
- Ability to work independently and be a self-starter.

### **Qualifications (Education & Experience)**

- Philadelphia resident
- High school diploma or equivalent with an interest in history. Some college preferred.
- Equivalent combination of education and experience in a related field also considered.
- Must possess demonstrated excellent verbal and written communication and customer service skills
- Interest in American history, art history historic preservation, architectural history, education and or theater is helpful. Past experience serving as a tour guide is a plus.



### Additional Information

- Interested candidates must submit a resume and cover letter to [Theresa.Stuhlman@phila.gov](mailto:Theresa.Stuhlman@phila.gov)
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr @phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website:  
<http://www.phila.gov/humanrelations/Pages/default.aspx>