

**El Rancho de Las Golondrinas Living History Museum**  
**Job Description**  
**Tour Guide**

**Job Summary:**

Las Golondrinas Tour Guides lead groups of guests on educational tours through historic landscape, historic buildings, and points of interest on the Las Golondrinas property. Tour Guides also provide interpretive historical context and ensure a safe and enjoyable experience for all. The ideal candidate will have a love for storytelling and a knack for providing exceptional customer service.

**Expectations of Availability:**

- Availability April through October; shorter terms may be available
- Hours between 10 am to 4 pm, Wednesday through Sunday
- 3 to 5 days per week

**Duties and Essential Functions:**

- Lead outdoor guided tours through the museum's historic landscape, historic buildings, and points of interest on the Las Golondrinas property
- Provide factual, informative and engaging interpretation of the history, culture, and significance of El Rancho De Las Golondrinas
- Ensure the safety and well-being of tour participants throughout the duration of the tour
- Ensure adherence to Museum safety regulations and guidelines during the tour
- Answer questions and provide assistance to tour participants, offer recommendations and insights to enhance their experience
- Manage time effectively to cover all planned stops and activities within schedule
- Adapt tour content and pace to meet the interests and needs of different tour groups
- Handle unexpected changes or challenges during the tour, such as inclement weather or unforeseen closures, with professionalism and flexibility
- Maintain a professional and friendly demeanor at all times; foster a positive and welcoming atmosphere for tour participants

**Qualifications:**

**Required-**

- Excellent communication, presentation and public speaking skills; ability to engage and captivate audiences of varying ages and backgrounds
- Enthusiasm and passion for sharing knowledge and history with others
- Ability to handle unexpected situations and adapt quickly to changing circumstances
- Customer service-oriented mindset, with a focus on ensuring the satisfaction and enjoyment of tour participants
- Physical stamina and mobility to lead tours on foot; navigating various terrains and environments

**Preferred-**

- Experience as a Tour Guide, Docent or similar role
- Strong knowledge of Northern New Mexico, its history and culture
- Proficiency in multiple languages

**Additional Requirements-**

- Ability to work independently and follow the Las Golondrinas tour scripts
- Ability to maintain regular and prompt attendance
- Willingness to wear required period clothing during Museum hours
- Willingness to contribute to the values-based culture of Las Golondrinas and demonstrate adherence to the highest ethical standards
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- Ability to work in dusty, warm/cold outdoor environments akin to summer and fall in Northern New Mexico
- Flexibility to work irregular hours, including weekends as tour schedules may vary
- All tour candidates will be required to attend tours and training sessions before leading their own tour, candidates must pass this training in order to become full-fledged Tour Guides

Please send cover letter and resume electronically to [jackiecamborde@golondrinas.org](mailto:jackiecamborde@golondrinas.org). No phone calls, please.