AMERICAN PHILOSOPHICAL SOCIETY

Museum Guide Job Description

Job Title: Museum Guide

Location: American Philosophical Society (104 S. 5th Street)

Job Classification: Non-exempt, in person

Division/Department: Museum

Reports To: Deanna Johnson, Visitor Services Coordinator

Job Summary

The American Philosophical Society Library & Museum seeks reliable and friendly Museum Guides to engage, educate, and inform guests in our Museum gallery and through public programs. This role offers a unique opportunity to be a part of Philadelphia's historic celebration of the 250th anniversary of the Declaration of Independence**,** located in the heart of Old City right next to Independence Hall.

The exhibition for the 2026 season is *These Truths: The Declarations of Independence*, which runs from April 10, 2026 to January 3, 2027. *This exhibition* explores how Americans used, reproduced, and understood the Declaration during the first fifty years of its history. Featuring rare printings of the Declaration, along with other manuscripts, paintings, letters, and artifacts will be on view for visitors to learn how the document was drafted, printed, and spread across the new nation.

Duties Include:

- Welcoming and orienting diverse visitors from around the world while multitasking front desk and sales duties.
- Engaging with all individuals in a professional, friendly, accessible manner, including, but not limited to, Museum visitors, APS Members, APS staff, and security guards.
- Continually learning and mastering information about the current exhibition and APS history to effectively and thoughtfully interpret content to visitors.
- Processing sales transactions (cash and Square) in a busy environment and logging inventory for sales and donations.
- Assisting with free educational programs geared towards various. intergenerational audiences and facilitating activities for all ages.
- Monitoring and light cleaning of the gallery to ensure the safety of our visitors, facilities and collections.

Job Requirements and Qualifications

- Must have a high school diploma, GED, or equivalent.
- Must have visitor or customer service experience (in a museum preferred but not required).
- Cash handling experience is highly desirable.
- Must be comfortable utilizing technology (Google Suite, iPads, Square Point of Sale).
- Fluency in multiple languages is a plus.
- Must have enthusiasm to learn more about the humanities, sciences, education, or museum studies, specifically about Philadelphia and early American history.
- Ability to work collaboratively as part of a flexible, team-oriented environment.
- Personable, approachable, and welcoming demeanor when engaging with the public.

Pay and Hours:

This is a paid, part-time, seasonal hourly position, mid-March through the first week of January 2026. The pay rate is $16/hr. Guides are scheduled 1-3 days per week depending on the time of year and program demands. Must have increased availability in the summer. This is a seasonal position that ends in January 2027.

We are looking for an individual willing to work a flexible schedule Thursday - Sunday, and also Wednesdays in the summer. Museum hours are 10:00am to 5:00pm; some evenings and holidays required.

Environmental/Physical Capabilities

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position operates in a professional office environment within the organization. The role frequently interacts with members in person, requiring extended periods of standing at service desk, often for multiple hours at a time. The role may also involve occasional walking, light lifting, traveling, and repetitive motions such as typing or using office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Other information:

- Museum Guides report directly to the Visitor Services Coordinator.
- The interview will be in person in a standard questions and conversation format.

- After February 9, certain applicants will be invited to interview. New team members will be confirmed by early March. Orientation and Training (both paid) include several mandatory sessions from mid-March to early April.

Please e-mail (as separate attachments) a cover letter, resume, and (optional) list of one to three references to: Deanna Johnson, Visitor Services Coordinator at MuseumEducation@AmPhilSoc.org. Write in the subject of your email: "Museum Guide Application – Name."

Applications will be accepted through Monday, February 9. No phone calls. Applications received after Monday, February 9 will not be accepted or reviewed.

ORGANIZATIONAL DESCRIPTION
The American Philosophical Society (APS), founded in 1743 by Benjamin Franklin, is America's oldest and most distinguished learned society. The APS's current activities reflect the founder's spirit of inquiry, provide a forum for the free exchange of ideas, and convey its conviction that intellectual inquiry and critical thought are inherently in the best interest of the public. The Society is based on Independence National Historic Park in Philadelphia, PA. To learn more, please visit: www.amphilsoc.org

The American Philosophical Society reserves the right to modify job duties or job descriptions at any time. We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. The APS values diversity and inclusion and encourages diverse applicants to apply. Successful applicants will be asked to show proof that they can legally work in the U.S.