

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
JOB OPPORTUNITY  
GUIDE  
POSITION 00101224

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Prudence Crandall Museum, Canterbury  
**Job Posting No:** 01224  
**Hours:** 37.5 hours per week  
**Salary:** \$16.76/hourly  
**Closing Date:** April 30, 2012

**NOTE:** This position works from Wednesday to Sunday 8:30 a.m. to 4:00 p.m. with one half hour lunch for 7.5 hour work day. Position expires October 1, 2012.

**General Experience:** One (1) year of guide duty involving contact with the public OR graduation from high school.

**Minimum Qualifications Required**

**Knowledge, Skill and Ability:** Some knowledge of historical background pertaining to assignment - background/interest in history – arts – antiques; desirable; interpersonal skills; oral and written communication skills; public speaking ability; ability to be flexible, dependable; level of computer experience; experience handling money/cash register; maintenance skills.

**Examples of Duties:** Greet visitors and sell admission tickets; provide orientation to museum and interact with visitors as appropriate; answer visitors questions; conduct sale of items in gift shop; re-stock shop as needed; answer questions about other attractions in area; keep literature area stocked; answer the telephone and respond to visitors queries; operate audio-visual equipment; take reservations for group tours as directed; conduct guided tours of facility for groups; participate in site programs including ones for students; clean public spaces, including restrooms, and museum areas; keep museum grounds neat, free of trash and small debris; perform minor repairs, yard work and gardening tasks; protect property from public abuse or misuse especially in compliance with requirements for preservation of an archaeological preserve; be vigilant regarding public safety; assist with record keeping and financial transactions as directed; notify staff of needed repairs or other conditions; perform miscellaneous tasks as requested (e.g. computer work, preparing gift shop order requests); perform additional duties as requested such as helping with exhibits.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business April 30, 2012** to:

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
Human Resources Office  
505 Hudson Street  
Hartford, CT 06106**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.