



## POSITION VACANCY NOTICE

### CITY OF KETCHIKAN

DATE: July 16, 2026

#### SPECIFICS

| TITLE: TOUR GUIDE                                                                                                                                      |                                |                          |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|------------------------------|
| <b>DEPARTMENT:</b>                                                                                                                                     | Museum                         | <b>DIVISION:</b>         | Programs                     |
| <b>STATUS:</b>                                                                                                                                         | Seasonal<br>Part and Full-time | <b>DAYS &amp; HOURS:</b> | Work Days & Hours Vary       |
| <b>GRADE /STEP:</b>                                                                                                                                    | N/A                            | <b>DUTIES:</b>           | See attached job description |
| <b>HOURLY:</b>                                                                                                                                         | \$18.00/ Hr                    | <b>UNION STATUS:</b>     | NO                           |
| <b>SPECIAL REQUIREMENTS:</b><br>Course work in history, Native culture and the visitor industry desirable.<br>Position will not exceed six (6) months. |                                |                          |                              |

#### ADVERTISING REQUIREMENTS

| OPEN UNTIL FILLED                                                                                                                                          |  |
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| APPLICATIONS MUST BE RECEIVED BY CLOSING DATE                                                                                                              |  |
| <b>WHERE:</b> Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/> |  |
| <b>PUBLICATIONS:</b> Ketchikan Daily News; Job Service; City Website                                                                                       |  |

#### APPLICANT PROCESSING INSTRUCTIONS

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| FOR APPLICATION AND COMPLETE JOB DESCRIPTION GO TO:<br><a href="https://www.ketchikan.gov/jobs">https://www.ketchikan.gov/jobs</a><br>OR CONTACT HUMAN RESOURCES @ 907-228-5631 |
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**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF KETCHIKAN**  
Museum

Tour Guide

Date Approved: April 1, 1990

Date Amended: \_\_\_\_\_

Approval: \_\_\_\_\_

**BASIC FUNCTION:** Provides prepared lectures to visitors of museum facilities.

**SPECIFIC DUTIES:**

1. Provides short, factual, prepared lectures and information to visitors.
2. Monitors visitors viewing exhibits, cautions persons not complying with regulations.
3. Collects and records admissions and performs general clerical and reception tasks.
4. Performs routine cleanup of facilities and grounds, may use weed eater or leaf blower.
5. Sets up tables and chairs as needed.
6. Performs similar and incidental duties as assigned.

**RESPONSIBILITIES:** The Museum Department provides efficient and effective services including collecting, researching, preserving, exhibiting and interpreting Ketchikan area historical, archival and ethnographic materials to the citizens of Ketchikan.

The Tour Guide is responsible for interpreting and providing information to visitors of museum facilities and must perform these duties in a manner that reflects positively on the City and the Department.

**SUPERVISION:** Reports to Tour Supervisor, no supervisory responsibilities.

**JOB CONDITIONS:** Works in a museum/cultural center setting. Hours and days of work schedule vary and may include weekends and holidays. Work requires a moderate level of mobility in crowded areas, among large groups of people. Some requirements for physical exertion and a high degree of accuracy in interpretation and recording admissions required.

**EXTERNAL CONTACTS:** Constant opportunity and requirements to interact with visitors. Contacts are normally routine, and of non-adversarial and non-stressful nature.

**EDUCATION/LICENSES** (entry level): High school level competency in writing, reading and mathematics preferred. Course work in history, Native culture and the visitor industry desirable.

**EXPERIENCE/SKILLS** (entry level): Ability to meet people, be friendly, courteous and helpful and to speak well to individuals and groups required. Ability to work as a team member, follow oral and written instructions and complete assigned tasks is essential. Knowledge of or experience in working with the public desired.

Grade: N/A  
Union: No