



The Ruth Mott Foundation is accepting applications for the seasonal position of Visitor Experience Generalist within the Collections & Education Department located at Applewood Estate in Flint, Michigan. Once home to Charles Stewart Mott and his family, Applewood Estate dates back to 1916. The estate is now owned and operated by the Ruth Mott Foundation and consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives and photographs.

**Job Position:** Visitor Experience Generalist (Seasonal)

**Job Purpose:** To assist the Education & Events Department staff with a wide variety of administrative and program support services including but not limited to house, garden, and group tours, exhibits, reservations, book sales, information requests, field trips, programs, events, and data entry. The Seasonal Visitor Experience Generalist will work up to 40 hours per week from spring through fall, not to exceed 1,000 hours per year.

**Essential Duties and Responsibilities:**

- Support Foundation and community needs and engage the public in meaningful ways primarily on site at Applewood.
- Facilitate tours of Applewood and educational programs based on provided trainings and research of the collections and Mott family legacy to ensure accurate and inspiring interpretive programming.
- Learn and employ new and existing visitor experience and educational models in facilitating tours, programs and events for all visitors including students, teachers, groups, children and families.
- Help clean, organize and maintain visitor experience related resources and supplies and visitor, volunteer, staff and storage spaces.
- Data collection and entry of on and off site surveys and evaluative materials.
- Visitor services representative onsite at gates and visitor services desk.
- Provides administrative support for Collections & Education staff.
- Completes other duties as assigned.

**Qualifications:**

- High School Diploma required. Preferred college degree programs include: Museum Studies, Education, Anthropology, History, Art History, Arts Administration and Library Science.
- Prior museum or teaching experience preferred.
- Experience with computer programs such as Microsoft Office Suite.
- Excellent customer service skills required.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.
- Demonstrated ability to work collaboratively and effectively with people from different cultures and backgrounds, with colleagues, community-based organizations and Mott family members and to be appropriately discreet about the Mott family collection.
- Ability to be flexible, accurate and detail-oriented.
- Ability to oversee and direct groups of people.
- Professional appearance and ability to present in front of groups of people.

- Ability to work flexible hours including evenings for special events and weekends during open season.
- Valid driver's license.

**Essential Physical and Work Environment Demands:**

Ability to walk up and down stairs; bend, stoop, and lift to move materials; to pull/push, lift and carry up to 20 pounds on a regular basis and up to 55 pounds occasionally; and to reach both above and below shoulder height. The nature of the work requires the ability to work in both indoor and outdoor environments in varying temperatures and weather conditions. Must be able to work weekends and some evenings. Ability to stand and walk for long periods of time. Ability to sit at a computer monitor for long periods of time. Ability to recall and present detailed factual information.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email cover letter and resume to [Resumes@ruthmott.org](mailto:Resumes@ruthmott.org)