

# Louis Armstrong House Museum

## Personnel Vacancy Notice

**Title:** Visitor Services Manager

**Work locations:**

1. Museum buildings at 107<sup>th</sup> Street, Corona, Queens
2. Offices at Rosenthal Library, Queens College, Flushing, Queens
3. Occasional outreach programs

**Summary:** The Louis Armstrong House Museum (LAHM) is a national historic landmark and a NYC landmark, open 6 days/week, 52 weeks/year. Visitorship is growing rapidly. The Visitor Services Manager is accountable for the successful operation of LAHM's core program of 40-minute interpretive tours.

**Reports to:** Executive Director

**Supervises:** Docents, interns, and some part-time employees.

**Duties:**

1. Interview, hire, train, and supervise docents.
2. Schedule tours for school groups and other groups.
3. Open and close the Museum.
4. Assist with daily museum operations (tours, museum store, etc.) as needed.
5. Other duties as assigned.

**Hours:** 35 hours per week, to be scheduled Monday-Sunday. Occasional weekend and evening events.

**Qualifications**

1. Degree in museum studies, jazz studies, African-American studies, historic preservation, or related discipline.
2. Two years professional experience in a museum or cultural organization.
3. Ability to give 40-minute historic house tours.

**Highly Desired**

1. Demonstrated knowledge of Gateway Ticketing Systems.
2. Fluency in Spanish and English.
3. Graduate degree in museum studies, jazz studies, African-American studies, historic preservation, or related discipline.

**Salary:** \$32,760 / year. Benefits.

**To apply:** Submit cover letter, curriculum vitae, and names, emails, and telephone numbers of three references electronically to [employment@louisarmstronghouse.org](mailto:employment@louisarmstronghouse.org) with the subject header "Visitor Services Manager Search." You will receive an electronic acknowledgement of your application. The position is open until filled.

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