

## **HINGHAM HISTORICAL SOCIETY PUBLIC HISTORY INTERNSHIP SUMMER 2024**

The Hingham Historical Society is seeking a paid summer intern (May-August 2024) with a passion for sharing history and engaging with others to assist with its busy tour season. The Hingham Historical is a growing public history organization that conducts engaging historical tours around Hingham, Massachusetts, and within its three historic properties.

The internship is four days a week from Wed-Sat, for five hours daily from 10:00 AM - 3:00 PM. The internship pays \$15 an hour plus tips received from tour guests. Tours include the Hingham Heritage Museum, the 1686 Old Ordinary, the Benjamin Lincoln House - a National Historic Landmark, as well as both cart and walking tours around downtown Hingham Square. There is a week of paid training to prepare for the role.

**Schedule:** May-August, Wed-Sat, 10:00 AM-3:00 PM, 20 hrs/week.

### **Job Responsibilities**

- Providing engaging tours to visitors from all around the world
- Participating in school field trips in late May and early June
- Opening and closing the Hingham Heritage Museum, the 1686 Old Ordinary, and the Benjamin Lincoln House
- Managing the Society's presence in Hingham's July 4th parade on July 4th 8AM - 12PM
- Managing and operating the Hingham Historical Society small retail shop including operation of point of sale systems, opening and closing register procedures and ensuring the safety of property
- Operating a low-speed EV golf cart and ensuring guests' safety
- Assisting with programs and events
- Ensuring the safety of museum visitors, properties and collections
- If comfortable, on occasion offer tours in period costume
- At all times, being a hospitable representative of the Hingham Historical Society

### **Qualifications**

- Great public speaker
- Ability to stand and walk for long periods of time in the heat
- Friendly and engaging demeanor
- Willingness to learn and read tour scripts/guides
- Dependable and prompt

- Excellent verbal communication
- Can-do, positive attitude, compatible with a small but mighty, fast-paced, non-profit team, and the ability to wear many hats
- Clean driving record

**Preferred but not required**

- Experience as a docent or tour guide
- Experience working with children
- Knowledge in American/Boston/Massachusetts/Public History
- Experience working or volunteering with a museum or non-profit organization

**To Apply**

Please email a brief cover letter and resume to [education@hinghamhistorical.org](mailto:education@hinghamhistorical.org).

Qualified applicants will be asked to interview Zoom. Application deadline is March 20th.