



HERITAGE·HILL

STATE HISTORICAL PARK

VOLUNTEER JOB SUMMARY: TANK COTTAGE TOUR GUIDE

Heritage Hill State Historical Park has over 25 original and reproduction buildings, most of which are open to the public daily to explore on their own. The exception is Tank Cottage, which was built around 1800, which was the home of Green Bay founders Otto and Caroline Tank, and currently houses furniture and art of the 19th century. Because of its furnishings, Tank Cottage can only be visited via a guided tour and we're now recruiting a corps of volunteer guides who can help welcome visitors back into the house!

As a Tank Cottage Tour Guide you will be responsible for learning the tour's historical content and guiding visitors through the historic home. Individuals who are comfortable speaking to small groups, like to engage with people, and who can learn historical content related to the house would be perfect for this role.

Tank Cottage will reopen in 2024, May - October. Two tours a day will be held on Thursdays at 11:30am and 1:30pm. Depending on interest, Heritage Hill would like to expand tours to Sunday afternoon as well. Tour guides are expected to lead at least 1 tour per month.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

- Lead 45-minute guided tours through Tank Cottage
- Can learn historical content related to the building and the people who lived there
- Is comfortable public speaking and engaging with small groups of all ages
- Be knowledgeable and enthusiastic about promoting the park to potential visitors of all ages
- Remain up-to-date on park events and where to direct potential visitors for more information
- Be comfortable working independently and as a team with little staff supervision

Time Commitment: Two tours a day will be held on Thursdays at 11:30am and 1:30pm. Depending on interest, Heritage Hill would like to expand tours to Sunday afternoon as well. Tour guides can sign-up for any shift, but we are looking for individuals who can lead at least 1 tour per month.

Qualifications: Driver's license (or reliable transportation) is required, ability to stand/walk/project your voice for 45-60 minutes at a time, comfortable with public speaking. Enthusiasm to learn and share history is desired.

Dress Code: Business casual attire is required and/or branded Heritage Hill State Historical Park attire as available.



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TRAINING SCHEDULE AND COMMITMENT

Training/Informational Meeting #1 on Thursday, March 7, 2024, 1:30-3:30pm

- Educator-led tour of Tank Cottage
- Review of tour guide duties and expectations
- Distribution of training materials

Training Meeting #2 on Thursday, March 21, 2024, at 1:30-2:30pm

- Presentation on Tank Cottage history
- Educator-led tour of Tank Cottage (another chance to experience a tour, 2:30-3:30pm)

Thursday March 28, April 4, 11, 18 and 25, 10am – 4pm

- Tank Cottage available to tour guides for closer inspection, practice
- During one of these Thursdays, you must do a partial practice tour for staff and get signed off for leading tours before Heritage Hill opens for the season

Commitment

- Tours will be held weekly on Thursdays at 11:30am and 1:30pm.
- If there is good interest in Tank Cottage tours, they will expand to Sundays at 12:30pm and 2:30pm.
- Tour guides can sign-up for shifts via the Volunteer Center of Brown County's "Get Connected" website. A special link will be shared with tour guides so that only they can sign-up for this particular volunteer role. Tour guides can sign-up for one or more tour per day.
- Tour guides can sign-up for any shift they want, but we are looking for individuals who can lead at least 1 tour per month.