

Saturday Tour Center Manager

The Charnley-Persky House Museum in Chicago's Gold Coast neighborhood seeks a part-time Tour Center Manager to work approximately two Saturdays per month. The Tour Center Manager is responsible for opening and closing the Charnley house, collecting tour payments, and processing sales in the tour center book store. The Manager is also responsible for leading the tour in the event the scheduled docent is unable to do so.

\$12.50/hr

Hours are as follows:

April - November: 9:00am to 2:00pm

December - March: 9:00am to 12:00pm

(A second Tour Center Manager works alternate Saturdays. Manager is treated as an employee for tax purposes.)

Qualified candidate should possess good communication skills, have experience using a cash register, be very dependable, and agree to be trained as a docent. Certain minor maintenance duties are expected such as sweeping or shoveling courtyard entrance to tour center, dusting bookstore, etc.

Mail, email or fax resume and one letter of reference to:

Heather Plaza-Manning

1365 North Astor St.

Chicago IL 60610

Fax: (312) 573-1141

info@sah.org

The Charnley-Persky House Museum Foundation was formed as a 501(c)(3) not-for-profit organization in 1998 with a mission to preserve and interpret the site, the only joint residential commission of Louis Sullivan and Frank Lloyd Wright open to the public. The house, completed in 1892, is designated both a City of Chicago Landmark and a National Historic Landmark. It currently serves as the national headquarters for the Society of Architectural Historians. <http://www.charnleyperskyhouse.org>