

FORT ADAMS TRUST

History You Can Touch!

Employment Opportunities

May 2008

October 2008

Open Daily:

10AM to 4PM

Part Time: 10-20hours/wk

Full Time: 25-35hours/wk

Gift Shop Sales Associate: Primary responsibilities include admission ticket sales, gift shop sales, restocking inventory, weekly inventory reporting, maintaining displays in Gift Shop, end of the day reporting and cash reconciliation. Additional responsibilities include general visitor assistance. Typical workday 9:30 AM-4:30 PM. Previous customer service/retail experience helpful. Some weekend availability required. \$8/hr to start.

Tour Guide: One hour guided tours of historic Fort Adams. Topics covered include: general Newport history, construction of the fort, uses of the fort, and the Naval War College Museum exhibit. Tour route is outside and is about one mile long. Guides give between 3 and 4 tours in a typical day. (one hour on, one hour off) Additional responsibilities include assisting with admission ticket sales and general visitor assistance. Good Communication skills required. Typical workday 9:45 AM to 4:00 or 5:00 PM. Some weekend availability required. \$8/hr to start.

- Good museum experience
- Flexible Scheduling
- Great people/ relaxed work environment

Contact Robert McCormack, Director of Visitor Services, for more information.



Send your resumes to:

Robert McCormack, Director of Visitor Services

Fort Adams Trust
Eisenhower House
Fort Adams State Park
Newport, RI 02840

Phone: 401-841-0707
Fax: 401-841-0790
E-mail: rmccormack@fortadams.org
Website: www.fortadams.org



