Edgartown Lighthouse Visitor Guide

**Reporting Responsibilities:** Visitor Services Manager  
**Supervisory Responsibilities:** None

**Role Overview**

A fun, seasonal opportunity to enjoy the outdoors and welcome visitors, Lighthouse Guides are responsible for daily operations and visitor services at the Edgartown Harbor Lights. Guides should enjoy interacting with the public and be enthusiastic about the lighthouse, Vineyard history, and the Martha’s Vineyard Museum. Duties include greeting visitors, handling admission, and ensuring the security of the property and safety of visitors. The lighthouse is an extension of the Martha’s Vineyard Museum campus, therefore Guides are expected to be pleasant, professional, and uphold the Museum’s high standards for visitor experience. They should also promote the Museum and its mission at the lighthouse. A parking spot is provided for guides near the Light. The lighthouse is open 10am to 4pm, barring inclement weather.

**Responsibilities:**

- Greet and welcome visitors to the Light while providing direction for a safe and enjoyable climb to the top.
- Collect admissions income, both cash and credit card sales, and keep accurate attendance records.
- Maintain the cleanliness of the tower (sweeping stairs, wiping down surfaces, etc.)
- Present the history of the lighthouse and the Island in an accurate and engaging manner.
- Promote the Museum’s mission and presence.
- Possible opportunity to assist with private rentals of the lighthouse if desired.

**Qualifications:**

- Background in customer service helpful.
- Passionate about Martha’s Vineyard and its history.
- Ability to maintain an accurate cash drawer and attendance records.
- Physical ability to open and secure lighthouse doors and hatches.
- Physical ability to walk ¼ mile to the lighthouse
- Physical ability to walk to the top of the lighthouse tower multiple times a day.
- An enthusiastic and friendly demeanor and a genuine interest in ensuring all lighthouse visitors have a positive experience.
- Must pass Massachusetts CORI check.

To apply for this position, please complete the Employment Application or send your cover letter and resume to Brien Hefler, Visitor Services Manager at the Martha’s Vineyard Museum at careers@mvmuseum.org