



**ROCK COUNTY  
HISTORICAL SOCIETY**

WHERE PAST MEETS PRESENT

426 N Jackson Street  
Janesville, WI 53548  
608-756-4509

[www.rchs.us](http://www.rchs.us)

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**Title:** Tour Coordinator  
**Supervisor** Keighton Klos | Historic Resources Manager  
**Status** Part time 24 Hours/week  
**Pay Grade** \$8/hour  
**Start Date** April 1, 2019  
**Age Requirement:** Minimum 16 years old, with parental permission

**Summary** The Tour Coordinator is responsible for ensuring that guests visiting the RCHS campus receive a quality tour of the Lincoln-Tallman House. The Tour Coordinator will also be the main point of contact for volunteer historical interpreters on the weekends.

**Tasks Tours (80%)**

Offer a quality tour experience of the Lincoln-Tallman house, and have the ability to operate any of the multiple tours offered for the house. Be comfortable independently making decisions that affect the experience of the guest as well as the operation of the campus.

**Other Duties as Assigned (20%)**

In addition to giving tours, this position may be asked to assist with Social Media posts, light cleaning, and miscellaneous office tasks.

**Qualifications** Well qualified candidates will have very strong interpersonal skills, demonstrated proactive approaches to problem-solving with strong decision-making capability as well as being a highly resourceful team player with the ability to also be extremely effective independently.

**Preferred Qualifications:** The ideal candidate will have an interest in history, a professional demeanor, and possess the ability to work independently. The ability to think critically, problem solve, and manage time effectively are beneficial. Previous customer service, public speaking, and cash handling experience are preferred, with training available as necessary.

**Schedule:** This positions schedule will range between Wednesday - Sunday, and weekend availability is non-negotiable. Some evenings may also be required.

**Benefits** RCHS does not offer medical benefits or paid time off to part time employees.

**To apply** please send cover letter and resume to Keighton Klos, Historic Resources Manager at [kklos@rchs.us](mailto:kklos@rchs.us) or apply in person at 426 N. Jackson St, Janesville, WI 53548