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**Colorado Sports Hall of Fame  
Job Description**

*Tour Guide – Museum Staff*

**January 2015**

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**The Mission Statement of the Colorado Sports Hall of Fame:**

*"To honor, by public acknowledgment or commemoration, those individuals who merit recognition and distinction for their exploits, accomplishments and leadership in sports and athletic endeavors in the state of Colorado. Equally, to build and make available programs and support for youth in our state, to cultivate character and citizenship as they grow toward leadership in our state and throughout the Nation."*

**General Statement of Duties:** To conduct informative and entertaining tours of Sports Authority Field at Mile High. Tour content will portray the Denver Broncos and The Colorado Sports Hall of Fame as vital, positive and important participants in the community.

**Supervision Received:** Tour guides/museum staff will be collaborating closely with and working with the Tour and Event Coordinator and under the general direction of the Marketing and Tour Director.

**Major Duties:** The listed examples may not include all duties required of this position.

- Become thoroughly knowledgeable of Sports Authority Field and old Mile High stadium history, facts, figures; Broncos, CSHOF history and activities via training, reading, and observation.
- Develop, individually, a personalized tour that is informative and entertaining.
- Modify tours when presented, to appeal to children, adults, senior citizens, people with special needs and special audiences (i.e. sports marketing students, etc.)
- Attend training sessions and meetings as needed.
- Keep updated on all events and information that impacts tour content and incorporate into tours as needed.
- Conduct tours within the time allotted by the daily tour schedules.
- Maintain a professional and appealing appearance for each tour shift.
- Interact in a positive manner with the public and all CSHOF employees and volunteers.
- Be dependable to arrive for each tour shift scheduled and do so on time.

**Abilities and Qualifications:**

- Well groomed and professional appearance. Ability to follow required dress code.
- Pleasant and enjoyable verbal presentation and conversational skills.
- High degree of comfort and ease in speaking before large groups. Good voice projection.
- Ability to absorb and recall a myriad of facts, history, statistics and other information then convert this into a tour that participants will enjoy and consider a great value in relation to the tour fee paid.
- Dependability in keeping work schedule commitments
- Positive attitude and ability to work well with co- volunteers and the public.
- Flexibility and comfort in providing tours to all segments of the public including 5-7 year old children in school classes, teenagers, high school students, senior citizens, physically and emotionally challenged youth and adults, and other special interest groups.
- Love of, and interest in, all sports history and activity.
- Ability to be at ease with supervisor's evaluation of tour performance and constructive comments provided to improve individual tours.
- Ability to take direction from reservation desk staff as well as supervisors.
- Physically capable of being on your feet for up to 6 hours straight, while conducting as many as 3 walking tours, each approximately 1/2 mile in length in an elapsed time of about 75 minutes per tour.
- Perform tasks assigned in an orderly and precise manner
- Exercise resourcefulness in solving problems in accordance with the established rules, regulations, and policies of the CSHoF and the Stadium Management Company
- Work as part of a team

The candidate will be available during business hours. Scheduling varies greatly depending on the season. Schedule can be flexible to accommodate as needed.

**This is a PAID position and available to the best candidate for the position immediately.**