



# **HATCH SHOW PRINT TOUR PROGRAM ASSOCIATE (PT)**

## **Job Description:**

The Sales and Marketing department seeks to hire a part time Hatch Show Print Tour and Program Associate. This position reports to the Hatch Show Print Tour and Program Coordinator and is a non-exempt, hourly position. This position is responsible to provide in-depth group tours of Hatch Show Print, demonstrate letterpress printing, and assist individuals in printing a souvenir print. Drawing upon provided training and scripts, the Hatch Show Print Tour Associate will offer engaging and enlightening tours and hands-on opportunities for the public and student groups.

Hours and Days: 9:00am to 5:00pm; Wednesday, Thursday, Friday

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In both the Interior classroom, office environment and occasional outdoor venues, the person in this position will be responsible for group tours and education programming.

**Group Tours:** Understand and convey historic (and historical) information about Hatch Show Print. Understand and demonstrate the letterpress process (design concept, typesetting, color separation, mixing ink, make-ready process, and printing). Understand and explain the mechanics of a platen press (Sigwalt) and be able to operate it. Understand and explain the mechanics of a sign press and be able to operate it. Assist tour participants in operating platen and sign presses. Clean presses, type and images and prepare classroom for tours and programs. Answer questions and engage individual visitors, and provide exceptional customer service.

**Educational Programming:** Assist Hatch Show Print Program Coordinator and HOF Education and Public Programs Managers with programming. Other duties as assigned

## **Minimum Qualifications:**

- Bachelor's Degree
- Proven experience in teaching or instruction at all ages and skill levels

## **Preferred Knowledge Skills & Abilities:**

- Knowledge of letterpress process
- Ability to multi-task
- Ability to stand for long periods of time
- Ability to lift 25 pounds



- Occasional weekend and/or evening availability

**Additional Information:**

The Country Music Foundation is drug free workplace and an Equal Opportunity employer that welcomes diversity and encourages all qualified applicants to apply for open positions. All offers of employment are subjected to and contingent upon the successful completion of background check and employment verification including E-verify processes.

**To apply** for this position, please send resume, cover letter, salary requirements, and 3 reference contacts to [hresources@countrymusichalloffame.org](mailto:hresources@countrymusichalloffame.org) **No phone calls please.**