

Rotch Jones Duff House & Garden Museum  
**Job Description: Visitor Services & Events Assistant**

**Purpose:**

Staff at RJD serve as stewards of an historic building and garden, and as proactive members of the cultural community, helping the museum to serve and respond to the interests and needs of a diverse audience from New Bedford and beyond. Staff members maintain a standard of excellence and connect their activities to the museum's mission in all they do.

**Description:**

The RJD Visitor Services & Events Assistant (VSEA) helps brand the RJD as an accessible and welcoming site to visit, learn and socialize at by serving as a front desk greeter and support staff for private functions. The VSEA is the primary staff required to work on site at the museum on weekends and during scheduled and assigned events, opening and securely closing the museum at each shift. As an assistant in Visitor Services, they are responsible for greeting and orientating all guests, and running sales for admission and the shop. As an assistant in events, they are part of a team that helps brand the mansion and garden as spaces for private functions, generating earned income that supports the preservation of RJD's site and educational programming. In the absence of the Functions and Sales Coordinator (FSC), they serve as the point person during assigned private events, such as corporate meetings, weddings and family parties. They work closely with other VSEA staff and the FSC on rental events. They report to the Functions & Sales Coordinator.

**Duties:**

- Nurture relationships with museum guests, clients and vendors through friendly, helpful interactions and knowledgeable stewardship of the Museum
- Open and close the Museum and staff the Front Desk on weekends
- Open and close the Museum and staff rental functions and events as scheduled
- Give occasional on-site tours to prospective rental clients, as assigned by the FSC
- Communicate thoroughly, promptly and appropriately with the FSC and other RJD staff, volunteers, and events staff
- Set up tables, chairs, signs, et al for events
- Routine light cleaning of function spaces

**Required Attributes:**

- Trustworthy and reliable
- Personable and approachable
- Self-motivated and able to work without close supervision
- Organized and detail-oriented
- Schedule flexibility during peak season (May through October)
- Ability to push/pull/lift 35 pounds

**Preferred Experience:**

- Familiarity with local area and communities
- Excellent communication skills

- Interest in working in hospitality and events
- Understanding of small-work environments and non-profit businesses
- Versed in Google Suite

Schedule (alternating with other VSEA):

- Weekly Saturdays, 10am – 4pm
- Weekly Sundays, 12pm – 4pm (May through October)
- Fridays, Saturdays and Sundays as schedule demands during peak season (May through October)
- Occasional weekdays to accommodate weekday event bookings

Pay Range: \$16 - \$18 hourly

**THE MISSION OF THE ROTCH-JONES-DUFF  
HOUSE & GARDEN MUSEUM**

The Rotch-Jones-Duff House & Garden Museum enlivens New Bedford's history, engages our communities, and enriches cultural understanding through stewardship, education, and entertainment.

Revised 04/22/2026