

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES**

**RECRUITMENT NOTICE**

**Position:** Visitor's Program Coordinator  
Library and Information Services  
Office of Policy Analysis

**Salary:** \$65,000 – negotiable based on experience and qualifications

**Application Deadline:** July 12, 2022

**Team Member Benefits:** [Click Here to Learn More](#)

**Principal Duties:**

- Manages the Maryland General Assembly's Visitor's Program's guided tour offerings, learning materials, operational policies, reservation procedures, and tour team to meet the program's mission of delivering engaging educational tours of the Maryland State House and legislative complex.
- Engages with individuals and groups interested in tours of the Maryland State House and the legislative complex, using database, e-mail, and phone communications to gather information, communicate, and confirm tour participation.
- Guides educational in-person and virtual tours of the Maryland State House and the legislative complex to a variety of groups, from elementary school students through adults.
- Communicates with and maintains positive working relationships with key legislative stakeholders.
- Exchanges information and maintains an ongoing dialogue with the Maryland State Department of Education to build awareness of the Visitor's Program and its various offerings for school groups.
- Creates, develops, and maintains literature and documentation pertinent to in-person and virtual tours, including, but not limited to maps, confirmation e-mails and pre-visit group learning activities.
- Establishes, evaluates, maintains, and changes Visitor's Program group guidelines and policies as necessary, particularly in a changing public health environment.
- Conducts ongoing research into Maryland history and the history of the Maryland legislature for the purposes of the ongoing development of tour content.

**Qualifications:**

- Excellent verbal and written communication skills, with the ability to sustain and create relationships with key tour stakeholders.

- Must have the ability to work independently, in teams, and can prioritize requests to meet multiple deadlines.
- Must have a high level of interpersonal skills, flexibility, and adaptability to serve a various groups of differing age ranges and backgrounds in a fast-paced legislative environment.
- Must have the availability to work extended hours as needed during the 90-day legislative session from January to April.
- Knowledge and familiarity with the Maryland legislature and the legislative process.
- Demonstrated knowledge and experience in planning and conducting tours for a wide variety of ages and groups; professional certifications or desire to obtain additional guide training preferred.

**To Apply:**

**Email Resume and Cover Letter** to [jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us) and include code 15-22.

The cover letter should state the reasons for interest in the position, preference for functional assignment, and availability to begin work. An exercise assessing writing and basic mathematical/analytical skills is part of the interview process.

Website: <http://mgaleg.maryland.gov>

*The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.*

June 21, 2022