

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position: Contractual Visitor's Program Tour Guide
Library and Information Services
Office of Policy Analysis (OPA)

Salary: \$18.00/hour

Application Deadline: Open Until Filled

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

Position Summary:

Guide guests on a walking tour of the Maryland State House and Legislative Complex, stopping at various points of interest, and answering guests' questions. This is a high visibility role that provides information about and access to the Maryland General Assembly. You are required to deliver positive and accurate information about the Maryland State House, the Maryland General Assembly, and the legislative process. This is an interactive tour, and you will be expected to engage guests. At times you may be required to use good judgment to alter the tour, to accommodate other State House operations or to avoid occupied areas.

Principal Duties:

- 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.
- Provides information to and answers questions from tour group participants concerning the General Assembly and the legislative process.
- Refers reference and research questions to legislative librarians or other departmental staff.
- Demonstrates a high level of diplomacy, sound judgment, and discretion.

Qualifications:

- High school diploma, college preferred
- Excellent verbal communication and planning skills, with the ability to sustain and create relationships with key tour stakeholders.
- Must have the ability to work independently and in teams.
- Must have a high level of interpersonal skills, flexibility, and adaptability to serve legislators, legislative staff, and the public in a fast-paced, deadline-driven environment.
- Must have sensitivity to the political environment and the information needs of all users.
- 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 or desire to obtain guide training preferred.

To Apply:

- **Email Resume and Cover Letter** to jobs@mlis.state.md.us and include code 28-22. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

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.