

POSITION DESCRIPTION

Position:	Villa Philmonte Assistant Manager
Department:	Museum
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Museum Assistant: Villa Curator
Desired Availability:	May 15 – August 16

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts, A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

Serve as Philmont's official representative at the Villa Philmonté to all visitors, including Camping Headquarters participants, Training Center participants, Staff, and the visiting public. Conduct tours of the Villa Philmonté per schedule and during after-hours special functions. Assist the Villa Curator with the tour schedules, training, caretaking, cleaning, program and other duties necessary to the operation of the Villa Philmonté.

Primary Duties & Responsibilities

- Must be able to lead a team of varying ages and backgrounds, will provide leadership at the Villa when the Curator is not on the premises, and must conduct yourself, and your team in an efficient and businesslike manner at all times. Must be able to prepare, memorize, and present a detailed tour as prescribed by the Villa Philmonté Curator.
- Guide the Villa team in doing daily chores and special projects. Assist Curator in identifying said special projects.
- Help maintain the Villa in a neat, clean, and orderly manner. Assist in cleaning and preparing tour areas.
- Assist the Villa Curator with training of the tour program to other Villa Staff.
- Must be able to prepare, memorize, and present a detailed tour as prescribed by the Villa Philmonté Curator.
- Learn and be able to present clear, interesting, factual, and informative 50–60-minute tours, including the facts and dates surrounding the life of Waite Phillips, his family, Philmont Ranch, and the construction, furnishing and history of the Villa Philmonté.

- Take full responsibility for overseeing tour groups including: starting on time, maintaining control of the group, safeguarding the Villa and its furnishings, and informing visitors of the Villa rules.
- Become familiar with the structure, furnishings, artifacts, and grounds of the Villa Philmonté and guard against their misuse, becoming damaged, or theft. Report any missing or damaged items immediately to the Curator, or in that person's absence, to the Director of Museums.
- Open and close the Villa properly and always maintain a safe and secure environment.
- Carry out the prescribed policies and procedures of the Villa operation and Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Assist Villa Curator with inventory and cataloging of furnishings as needed.
- Assist with Villa special functions such as PTC receptions, etc.
- Be a valued part of the Museums Department team by willingly and cheerfully assisting with the entire Museums Department operations.
- Assist with other responsibilities as directed by the Villa Curator, the Director of Museums, and/or the Philmont Training Center Director to ensure that the mission of Philmont and the Philmont Training Center is carried out. Work in close cooperation with other Philmont staff members at all times.
- Participate in basic upkeep of the Philmont Training Center staff living area.
- Provide cheerful, helpful, and efficient service to all Philmont guests.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 18 years of age by time of employment, 21 years of age preferable for driving Philmont vehicles
- Ability to prioritize tasks and ask for help when needed
- Ability to function well with minimal supervision
- Must be well organized
- Must be even-tempered and patient

Physical Requirements & Work Environment

- Be able to lift and handle materials up to 40 pounds throughout the scheduled workday
- Up to 75% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Must be able to walk up and down four flights of stairs a minimum of six times a day.
- Must be comfortable talking to groups of 20 or more people
- Physically able to do chores including: carrying and climbing ladders, sweeping sidewalks, bending and kneeling to do garden work, carrying and operating equipment such as hoses, portable pumps, and industrial shop-vacuums to clean fountains

Additional Information

For more information about the Philmont Museums please visit: <http://www.philmontscoutranch.org/Museums>
Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and the Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex,

national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 9/18/2026