

## Rockdale I&GN Depot Museum

### Job Description

Seeking professional, self-motivated person for permanent employment in the iconic Rockdale I&GN Depot Museum.

The ideal candidate has a natural love for guest interaction, is outgoing, and prioritizes visitor engagement. They are willing to learn relevant history to provide informative tours. Demonstrates ability to transition from visitor relations to task execution, and utilizes down time for secondary duties and ongoing project/cleaning schedules.

Position is set hours with required attendance for recurrent depot events. (Most of which will occur during regular work days) Opportunity for additional limited hours with board approval. Opportunity for additional hours for field trips and private event rentals.

<b>Title</b>	Station Agent/ Event Host
<b>Location</b>	I&GN Depot Museum- In person 11 N. Main Street Rockdale, TX 76567
<b>Hours</b>	Required: Saturdays 10-4, Sundays 1-4. Additional hours for special projects- Available with board approval Additional hours as event host, variable
<b>Rate</b>	\$12.00+ per hour, depending on experience
<b>Employment</b>	W-2 employee. paid bimonthly
<b>Supervisors</b>	Museum Director, or appointed board executive

#### Primary Duties

- Interact with guests, offer guided tours, model railroad operation, souvenir sales.
- Rockdale area visitors guide
- Administrative duties, including but not limited to: Data entry, visitor log, membership. Merchandise inventory, cash reconciliation, donation and loan acquisition, etc.
- Assist museum director organizing systems and processes.
- Facilitating cleaning and maintenance schedule. Recording critical maintenance or repair needs.

#### Secondary Duties

- Display creation, cleaning, and rotation
- Museum asset organization and inventory. Cataloging donation and loan acquisitions.
- Seasonal decoration, event preparation, and archival tasks.
- Attend monthly board meetings, Optional but encouraged.

#### Event Host Duties- Available soon

- Setup, cleanup, and breakdown for private events
- Food, drink and support service throughout event
- Ensures adherence to event contracts

### Required Skills

- **Responsible and trustworthy:** For the museum property, assets, and security
- Customer service skills, approachable, friendly, and interactive
- Basic word processing, email, social media management. Willingness to learn
- **Strong self-management skills.** Ability to transition from guest interaction to rotating priorities with minimal management.
- Consistent task execution and follow through
- Cash/money management
- Able to lift up to 20 pounds, walk stairs, offer walking tours through the areas of our property.
- **Background check required.** Unable to offer employment for anyone with criminal convictions related to violence.

### Preferred Skills

- Google suite, Excel, Facebook, marketing and newsletter publication
- Knowledge or willingness to learn following history; Our organization, Basic Railroad and Rockdale history
- Experience with graphic design software
- Service industry/private event experience
- TABC, Food handlers certifications, and/or willingness to obtain.

Instructions: **Application deadline March 21, 2026**

Read our job description to ensure you are willing and capable of performing all duties.

Download and complete standard application.

Submit application, resume, and **current** references to:

Attn: April Doss, Museum director

[Rockdalehistoricalsociety@gmail.com](mailto:Rockdalehistoricalsociety@gmail.com), or through the contact us section on our website.

Thanks and look forward to meeting you!