



PRESERVATION LONG ISLAND

Title: Custom House Museum Attendant

Location: Sag Harbor, New York

Job Type: Part-time hourly, Seasonal/Weekends

Duration: June to mid-October 2026

Reports to: Director of Education and Public Programs

Compensation: \$20.00 per hour

Position Description

Preservation Long Island seeks enthusiastic Museum Attendants to join our team at the Custom House in Sag Harbor. If you are passionate about the history of Long Island and New York, American material culture, and architectural preservation, we want to hear from you. Applicants of all backgrounds are encouraged to apply.

Museum Attendants at the Custom House enhance the visitor experience by being present to answer questions visitors may have during their self-guided tours of the 18th century house.

This is a part-time seasonal position with a pay rate of \$20.00 per hour. The historic house is open to the public Saturdays and Sundays, 11:00 AM-3:00 PM from Memorial Day to Columbus Day.

Attendants are expected to work two days per week for five hours per day while the house is open to visitors. Paid training is provided.

Responsibilities:

- Undergo training on guide responsibilities and the history of the house (paid)
- Open and close the house during visitor hours
- Greet and manage visitors
- Collect admissions and book sales
- Be informed about the history of the house, and key historical contents and artifacts should visitors have questions while they are on self-guided tours (attendants are not required to lead guided tours)
- Maintain safety and tidiness of public areas
- Ensure that the house, collections, and site are maintained in good order; immediately report any issues to headquarters staff

Qualifications

- Enthusiastic about learning and sharing history with the public
- Able to engage with diverse audiences and adapt communication styles accordingly
- Punctual and reliable
- Comfortable handling money, credit card processing, and a basic security system.
- Candidates with previous experience working in a museum or other arts, cultural or educational settings are encouraged to apply
- Attendants are expected to work two days per week (Saturday and Sunday) while the museum is open to the public

How to Apply

Interested applicants should email a resume to Jenna Febrizio, Director of Education & Public Programs at jfebrizio@preservationlongisland.org

Preservation Long Island recognizes and values the benefits of a diverse workforce. We are committed to providing equal opportunity in employment to all qualified persons without regard to race, color, religion, sex, age, disability, national origin, gender identity, or sexual orientation.

About The Custom House

Built in 1770, the Custom House served as both the civic office and private residence of Henry Packer Dering, Customs Collector for the federal port of Sag Harbor from 1790 to 1822. Dering implemented Treasury Secretary Alexander Hamilton's new system of federal taxation, while also accommodating the needs of local merchants. The commerce regulated by the Custom House transformed Sag Harbor into a sophisticated cosmopolitan port, helped stabilize the economy of the fledgling nation, and allowed local residents to see themselves not just as New Yorkers, but as citizens of the United States. The Custom House stands today as one of the oldest surviving custom houses in the country.

About Preservation Long Island

Headquartered in Cold Spring Harbor, NY, Preservation Long Island's mission is to celebrate and preserve Long Island's diverse cultural and architectural heritage through advocacy, education, and stewardship of historic sites and collections. Working to raise awareness, appreciation, and support for the celebration of a shared past, our program areas include interpreting historic sites; collecting art and material culture pertaining to Long Island history; creating publications and exhibits; and providing direct support and technical assistance to individuals and groups engaged in local preservation efforts.