

Job Description: Museum Interpreter (Staff)

The Museum Interpreter ensures a welcoming and engaging environment for visitors by facilitating tours of the historic tavern and grounds; and supporting museum activities, programs, and events. The Museum Interpreter reports to the Executive Director.

Essential Responsibilities

The Museum Interpreter creates engaging, accessible, and memorable experiences for all visitors and supports museum operations by:

- Delivering multiple tours a day of the historic tavern and the site (Museum & Walking tours);
- Building community with diverse audiences by sharing KTM&HC site history and former resident stories through storytelling, dialogue, and inquiry;
- Connecting local and national history and making connections between past and present;
- Staffing front desk and providing visitor services support on a daily basis;
- Providing general information regarding points of interest, tours, programs, and services;
- Collaborating with supervisors and colleagues in a clear and timely manner;
- Adhering to Museum policies and procedures;
- Committing to initial training and continuous learning through participation in staff meetings and trainings.

Qualifications

- High school or GED; associate degree a plus;
- Excellent interpersonal, communication, and storytelling skills;
- Verbal and written fluency in English; fluency in Spanish, other languages a plus;
- Strong customer service skills and enthusiasm for working with the public;
- Commitment to KTM&HC's mission and interpretive goals;
- Ability to work as a team player;
- Strong time management skills, flexible;
- Love of learning;
- Interest in history and museums; prior historical knowledge/museum experience a plus;
- Ability to ascend/descend stairs and move objects up to 20 lbs.;
- Must pass background check.

Commitment

- Permanent, part-time (10-20 hours/week) hourly position with required weekend hours;
- Starting hourly rate: \$15;
- Anticipated start date in August.

Keeler Tavern Museum & History Center is an equal opportunity employer.

To apply, email a letter of interest and résumé to Executive Director Hildegard Grob at hgrob@keelertavernmuseum.org.

3-2022