

## 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 Interpreter Coordinator.

### 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;
- 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;
- Supporting school program setup, execution, and cleanup;
- 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 (32 hours/week) hourly position with required weekend hours;
- Starting hourly rate: Connecticut minimum wage, with potential for growth;
- Anticipated start date: Immediate.

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](mailto:hgrob@keelertavernmuseum.org).

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