



Museum Interpreter Job Description

Category: Part-time, Seasonal (May through October)

Pay Type: Hourly

Schedule: Flexible, some weekends and evenings required

Direct Supervisor: Curator & Director of Preservation

Description:

Museum Interpreters are a critical part of the Castle in the Clouds museum team. They are the face of the historic Lucknow estate and its ambassadors to the public. Museum Interpreters are responsible for providing an orientation presentation for all visitors arriving at the house museum, communicating with visitors and answering their questions during their self-guided tours, orienting visitors with the house layout, leading guided tours of the basement level, and ensuring that visitors have a safe, enjoyable, and rewarding experience. Museum Interpreters also provide an important service in keeping the house museum and its collections secure while open to the public.

Qualifications:

Excellent communication abilities, a positive attitude, a commitment to the educational mission of Castle in the Clouds, and a desire to work with the public. An interest in history, architecture, and/or decorative arts. Prior knowledge of the Lucknow estate and Plant family are not required, but a prospective Museum Interpreter should have a desire and willingness to learn (training will be provided) with the goal of communicating that history accurately and effectively to visitors. A friendly demeanor and the ability to work as part of a team. Public speaking experience is a plus. Education experience or historic site experience preferred, but not necessary.

Essential Duties and Responsibilities include but are not limited to:

- Greet groups of visitors and launch a video orientation, or:
 - Following an approved script, deliver a brief orientation presentation for groups of visitors, providing information about the house museum and the estate's history.
- Act as a Museum Interpreter at stations throughout the house museum, as directed by the Floor Manager.
- Lead guided tours of the mansion's basement, as directed by the Curator.
- Communicate effectively and pleasantly with visitors: greeting them, providing guidance and orientation, and directing them to interpretive resources (labels and other printed interpretive materials).
- Work effectively as part of an interpretive team with other Museum Interpreters, both paid and volunteer.
- Assist with sanitizing high-touch surfaces in accordance with museum protocols.
- Occasional assistance greeting and orienting tour groups as they arrive on property.
- Attend paid interpretive trainings and workshops and complete assigned readings during training period.
- Arrive on time for shifts; arrange for a substitute Museum Interpreters in advance in the event of a planned absence.
- Complete an end-of-season performance review with your supervisor, including self-assessment questionnaire.
- Other duties as requested by supervising staff.

Job requires standing and walking around the museum for extended periods. Team members may experience varying climate conditions within the house museum and orientation space depending on the season, and are encouraged to dress accordingly while still adhering to the specified dress code.