

President Lincoln's Cottage

Historical Interpreter

President Lincoln's Cottage seeks enthusiastic candidates for the position of Historical Interpreter to interpret the history of President Lincoln and his time at the Soldier's Home through guided tours, education and public programs, and site rentals. Historical Interpreters serve as informed, friendly ambassadors for the site and the National Trust for Historic Preservation and work between 15-20 hours per week (weekend and holidays included). See www.lincolncottage.org for more information.

Duties:

- Lead exceptional tours of President Lincoln's Cottage to a diverse audience while meeting all interpretive objectives and fully utilizing the authentic place and available multi-media tools.
- Employ active teaching techniques to respond to a diverse audience possessing a range of knowledge and learning styles.
- Facilitate President Lincoln's Cottage's hands-on education programs to school groups K-12.
- Adhere to the site's Customer First! program.
- Attend quarterly interpreter meetings and actively participate in training programs and opportunities to expand site knowledge and strengthen interpretive skills.
- Assist in the museum shop or with general education and site outreach tasks when not giving tours, including, but not limited to answering phones, assisting with sales, gallery 'walk-throughs', research, and writing.
- Participate in ongoing evaluation of the site's programs and tour offerings; incorporate approved modifications.
- Advance site and organizational missions by promoting membership and providing support for events and development initiatives.
- Perform other duties as assigned.

Required Skills and Abilities:

- Excellent interpersonal and verbal and written communication skills, especially the ability of succinct expression.
- Must be a congenial team player and representative to the public.
- Ability to work with all ages, especially school-aged visitors and groups, in a museum setting required, experience desired.
- Sustained intellectual curiosity in American history.
- Ability to comfortably and seamlessly use technology as an interpretive tool.
- Ability to stand for periods up to 1 hour, multiple times per day.
- Ability to work inside and outside in all weather conditions.
- Ability to speak at an acceptable volume for up to 4, 1-hour tours or programs per day.

Salary/Commitment

- \$12/hr.; minimum weekly commitment - 12 hours; ability to work weekend days each month and holidays.

Minimum Education/Experience Required

- Bachelors degree and experience in interpreting an historic site or public speaking preferred.
- Send cover letter, resume and three professional references to CHawkins@savingplaces.org by April 15, 2014.