



14477 Benn's Church Boulevard  
Smithfield, VA 23430  
(757) 357-3367

## **Museum Interpreter Job Description**

- TITLE:** Museum Interpreter
- WAGES:** \$15.00 per hour
- POSITION:** Part-Time, Non-Exempt
- BENEFITS:** Flexible scheduling, 48 hours of Paid-Time-Off (PTO)

Historic St. Luke's Restoration, doing business as St. Luke's Historic Church & Museum, seeks a highly-qualified individual to join the Museum Education Department and participate and support St. Luke's in the educational, museum, and preservation activities, programs, and initiatives. Museum Interpreters directly report to the Education Coordinator and join a team of five museum interpreters.

Historic St. Luke's Restoration (HSLR) is a 501(c)3 nonprofit organized for charitable and educational purposes in support of its ongoing mission. The Mission of Historic St. Luke's Restoration is to preserve, protect, and promote this historic church landmark and its collections, documents, history, graveyard, and surroundings.

Under the guidance of its Board of Directors, HSLR oversees investment reserves and designated funds in support of ongoing preservation, conservation, and stewardship of the church building, grounds, cemeteries, and collections including artifacts, furnishings, and ephemera, the promotion of Newport Parish and the church buildings history and the early-American pursuit of Religious Freedom and Separation of Church and State through educational events, programs, and initiatives, annually-approve, monitor, and asses operational budgets, and undertake capital improvement campaigns to help preserve and improve the 43-acre campus and chief artifact - the 17th century brick church building.

### **TO QUALIFY:**

- We are looking for a candidate with a minimum of two years of relative work or volunteer experience in a nonprofit, museum, or historic site. Must have experience working with a team of staff and volunteers, serving a community of



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or

- organizations revenue/expenses budget, museum best practices according to the American Alliance of Museums (AAM), The Secretary of the Interior's Standards for the Treatment of Historic Properties, and National Association of Interpretation (NAI), and aiding Board of Directors in strategic planning and execution.
- The successful candidate will have superior communications skills, attention to detail, a focus on results and proficiency in Microsoft Office 360 and Google For NonProfits Applications Suite.
- Bachelor's Degree is a minimum, Master's Degree is preferred from an accredited college/university. Fields of study and volunteer/work experience preferred includes history (Early or Colonial American preferred), historic preservation, public history, cultural resource management, archaeology, art history, museum studies, American studies, or architectural history. Combination of field of study education and work/volunteer experience may be substituted for advanced degree.

**SCHEDULE:**

Flexible schedule among Thursdays, Fridays, and Saturdays, 32 hours per week on average. Additional hours and days may be necessary based on organizational needs. Training will begin upon hire and be completed within a month. First month of training will be a probationary period. Must pass a competency exam performed by the Education Coordinator prior to giving independent, guided tours and evolving to regular status.

**TO APPLY:** A complete application package must be submitted via email to the Education Coordinator John Ericson at [jericson@stlukesmuseum.org](mailto:jericson@stlukesmuseum.org). The complete application package includes a Letter of Interest, Resume/CV, and List of three professional references. The applicant will complete and submit an Application for Employment following an initial interview to support the application and consideration process.

**PLEASE NOTE:** Historic St. Luke's Restoration is an equal opportunity employer. Applicants and employees are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), national origin or disability (Civil Rights Act, 1964 and Americans with Disabilities Act, 1990).



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and criminal background checks are performed following prior applicant authorization. All full-time and part-time paid staff of Historic St. Luke's Restoration are required to complete an Application for Employment. All volunteers of Historic St. Luke's Restoration are required to complete an Application for Volunteerism.

### **POSITION DESCRIPTION:**

#### **Responsibles:**

The Museum Interpreter works under the supervision of the Education Coordinator to provide high quality educational opportunities for our guests, through daily guided tours, customer service in our gift shop and through assisting in our special events and student field trip programming. The Museum Interpreter assists with private events, such as weddings, by working in coordination with our Sales Manager. Additional opportunities include assistance with multi-media education editing and content writing.

#### **Required Technological Applications in the Fulfillment of the Role:**

**Microsoft 360 & Google for NonProfits Suite of Applications** - For reports, internal & external communications, area of responsibility documentation, SOPs, etc.

**PastPerfect Museum Software Version 5** - For collections accessions management

**Cemetery Information Management System (CIMS)** - For family research and aiding on-site guest requests

**Facebook** - For the announcement of educational programs and initiatives

**Instagram** - For the visual sharing of educational content and site-specific information.

**YouTube** - For the management of audio-visual educational content

**Buzzsprout** - For the management of podcasts

**Twitter** - For the management of short, informational segments

**Zoom** - For the production of online audio-visual interactive content

**Adobe CreativeCloud** - For the production of podcasts and printed materials

#### **Operations:**

**[8 hours]**

- Assist in gift shop sales/maintenance and providing customers with excellent customer service.
- Operate the Point-of-Sale system and provide an accurate count of opening/closing balance.



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a "buddy system."

- Offer daily guided tours, offer customer service through our gift shop, answer phone inquiries and provide information concerning all of our services to the general public.
- May assist in the editing of online content, including podcasts, blogs and social media posts.
- May assist in the production, editing and writing of educational content for various online educational materials.
- Assist in the execution of special events, projects and field trips.
- Assist in collecting customers information via guest registry.
- Assist the Education Coordinator and partnering with the Cemetery Sales & Services Manager, Development Coordinator, and Executive Director to explore, identify, and grow the community of invested stakeholders through interdepartmental programs and initiatives.
- Solicit and obtain 5-star reviews from guests on TripAdvisor, Facebook, and Google.

**Event Execution**

**[ 2 hours]**

- Assist in historic research for event participants.
- Co-market educational events.
- Complete duties necessary for exceptional guest experiences for our events.
- Participate in Post Mortem Analysis.

**Daily Operations:**

**[2 hours]**

- Conduct guided tours to outside guests as necessary during normal days of operation and public hours or on other days by prior group tour reservation.
- Assist with the Education Coordinator on all aspects of seventeen various areas of responsibility among team members.
- Meet with the Education Coordinator to assure interdepartmental communications, updates to Standard Operating Procedures including tour content and Point-of-Sale updates, ongoing training & education, ongoing project assistance, scheduling and team coverage, and work with Executive Director on team member reviews.



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National Association of Interpretation (NAI). Staff are encouraged to pursue certification.

- Assure proper opening and closing procedures including security and operating in a “buddy system.”

**Collections Coordination:**

**[ 2 hours]**

- Assist Education Coordinator with the stewardship, preservation, and promotion of collections
- May assist with the stewardship of artifacts, art work and ephemera according to the standards of the American Alliance of Museums (AAM).
- Assist in all aspects of the primary artifact, the 17th century church building and adopt and comply with the The Secretary of the Interior's Standards for the Treatment of Historic Properties, the Virginia Department of Historic Resources (VDHR) and their 1-acre historic easement, and the standards for the St. Luke's National Historic District.

**Educational Production:**

**[2 hours]**

Assist in the planning, and execute historical research in the production of educational programs and initiatives including special events, podcasts, blogs, lectures, newsletter articles, and interdepartmental education.