



**Job title: Museum Interpreter**  
**Reports to: Site Administrator**  
**Status: Seasonal Part-Time, Non-Exempt, \$16 per hour**

Museum Interpreters at Connecticut Landmarks lead interactive visitor tours, programs, events, and hands-on activities at the various historic sites owned and operated by Connecticut Landmarks. The historic sites open for public tours include: Bellamy-Ferriday House, Bethlehem; Butler-McCook House, Hartford; Isham-Terry House, Hartford; Phelps-Hatheway House, Suffield; Nathan Hale Homestead, Coventry; Hempsted Houses, New London; and Palmer-Warner House, East Haddam.

Activities may include school field trips, adult and senior tours, scout programs, and virtual tours. Museum interpreters are advocates for the sites and the organization. As such, Museum Interpreters are expected to foster an open, welcoming, and enthusiastic environment for all visitors while always maintaining a high level of professionalism. Museum interpreters also promote and sell CTL admission tickets, memberships, and merchandise using Altru, CTL's ticketing and membership POS software. They assist with program set-up, clean-up, and preparing education materials. This part-time position is seasonal and runs mainly between May through October. The number of hours varies depending upon each site's scheduling needs but will be approximately 10-12 hours per week. Weekend availability is required.

## **Responsibilities:**

- Facilitate the visitor experience for people of diverse ages and backgrounds. This may include leading school field trips, directing adult and senior tours, and helping to execute events including lectures, concerts, weddings, and other on-site programs;
- Effectively engage site visitors using interpretive strategies guided by the International Coalition of Sites of Conscience;
- Sell admission tickets for CTL tours and programs using Altru, CTL's ticketing and membership software program;
- Promote and sell CTL memberships to visitors;
- Follow established museum best practices and procedures concerning collections care, help secure the property, and monitor the safety and well-being of visitors;
- Help to promote other CTL sites and tourism throughout the state. Provide additional information as necessary regarding attractions and amenities, especially in the communities near CTL sites;
- Answer visitors' questions honestly and follow up promptly when additional information is required;
- Provide assistance to site management with cleaning procedures and grounds upkeep and help with opening and closing procedures for the site each operating day;
- When appropriate, dress in period costumes to promote and enhance site events;
- Perform other tasks as needed to ensure the smooth running of the site

## **Desired Qualifications & Attributes**

- Good to superior storytelling abilities; strong public speaking skills;
- Sound technical skills; familiarity with Microsoft Office program and a willingness to learn and use **Altru**, a cloud-based membership software platform that enables users to sell admission tickets, memberships, and merchandise
- Enthusiastic, friendly, flexible, courteous disposition;
- Demonstrate interest in history; an additional interest in architecture, gardening, cooking, arts/crafts, landscape history, historic houses, domestic spaces or a related topics is a plus;
- Interest in working with audiences of all ages; ability to listen to the visitor, learn about their interests and respond accordingly;
- Must be open to new ideas and able to work independently as well as with others and take direction;
- Sense of responsibility and appreciation for a historic site. Appreciation for local history and the community;
- Professional and punctual; solid time-management skills. Able to work weekends and to commit at least a minimum number of hours to the site;
- Previous museum or historic sites experience a plus.

**Physical Qualifications:**

The position entails walking up and down stairs, standing for extended periods of time (up to several hours), working in an environment that is not air-conditioned, helping to move chairs and other objects, stooping and bending to help with cleaning and other tasks.

Nothing in this job description restricts Connecticut Landmarks' right to assign or reassign duties and responsibilities to this position at any time. This position is at-will, which means that it can be terminated by the employee holding the position or by Connecticut Landmarks, at any time without notice or cause.