MUSEUM INTERPRETER

Job Title: Museum Interpreter

Department: Visitor Services

Reporting to: Coordinator of Visitor Services

Terms: Not Exempt, Part-Time

Supervises: N/A

About the Woodrow Wilson Presidential Library:
The Woodrow Wilson Presidential Library (WWPL) is pleased to announce an exciting new opportunity in our development office. Located in Staunton, Virginia, the Presidential Library campus includes Wilson’s birthplace home, a museum, and a library and archive. The WWPL is a fully accredited museum through the American Alliance of Museums. It is also a member of the American Association for State and Local History, The International Coalition of Sites of Conscience, and the Virginia Association of Museums.

General Description:
The museum interpreter is the face of the museum to our visitors. Interpreters are responsible for welcoming visitors at the Museum front desk, providing orientation to our site, leading guided tours of the birthplace manse, and answering questions that our visitors might have. Interpreters will occasionally assist with special events, and have an opportunity to be trained as a shift leader. Working during museum’s operating hours, including weekdays and weekends, is required. Pay is $11-$13 per hour.

Duties and Responsibilities:
- Greet and assist visitors and callers in a warm, cheerful manner.
- Answer telephones using a standardized greeting, monitor Front desk voice mails, and transfer calls, as needed.
- Provide visitors and callers with basic information about exhibitions and events,
including Museum and rental events.

- Give guided tours of the birthplace manse.
- Answer general questions.
- Keep the desk area neat and organized.
- Assists coordinator of Visitor Services to maintain security of the site and collections.
- Available training in shift leader responsibilities including daily front-line operation organization and opening and closing procedures.

**Requirements:**
- Interest in and positive attitude toward the public.
- Outgoing, warm, pleasant manner that conveys enthusiasm.
- Ability to read and assimilate a substantial amount of historical information and to communicate it accurately to the visitors.
- Good speaking voice and diction.
- Alertness and sensitivity to the needs and interests of visitors.
- Ability to follow routine procedures and exercise judgment.

**TO APPLY:**
To apply, please send your resume and cover letter to educationdirector@woodrowwilson.org.

The Woodrow Wilson Presidential Library is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.