

**Title:** Historic Interpreter

**Reports to:** Manager of Interpretation and Visitor Services

**Status:** Part time, hourly

**Description:** George Washington Foundation Interpreters are responsible for giving tours of George Washington's Ferry Farm and Historic Kenmore and for providing top-quality customer service at the site's Visitor Center. As the direct line of contact with visitors, our Historic Interpreters play an important role in the overall visitor experience at both locations.

Interpreters can choose to work at one or both of our historic sites. Interpreters work approximately 8-16 hours per week depending on staffing needs and may occasionally be scheduled to work shifts at the Visitor Center front desk.

**Duties and Responsibilities:**

- Lead guided tours at Historic Kenmore and/or George Washington's Ferry Farm for guests of all ages. Comfort discussing difficult topics with a wide range of audiences is necessary.
- Attend regularly scheduled staff meeting and trainings.
- Commitment to continuing to expand your knowledge, skills and abilities through professional development, provided resources, and independent research.
- Accurately and efficiently process admission and merchandise sales at the front desk using our point of sale system.
- Answer and direct all telephone inquiries.
- Remain informed of upcoming programs and events.
- Complete daily cleaning tasks and keep Visitor Center spaces tidy.
- Greet and check in school and group tours.

**Minimum Qualifications:**

- Interest in history and in working with the public
- Comfortable with public speaking
- Commitment to telling stories from multiple perspectives and to talking about difficult subjects
- Ability to operate a cash register
- Good attitude and ability to work in a team environment
- Highly motivated with an ability to adapt to change
- Occasional weekend and holiday availability required

**Training Requirements:** The Manager of Interpretation and Visitor Services provides new interpreters with a training packet. After reviewing the training material, interpreters shadow experienced guides on their tours and begin crafting their own "practice tour." Before being cleared to give tours to the public, the new interpreters give their practice tour to their supervisor and/or another education staff member.

Training is on-going and supplemental reading and activities will be provided or recommended to further interpreter's knowledge.

**Physical Demands:** Historic interpreters must be physically able to stand and walk with a group for 40 minutes or longer and be able to climb stairs. Interpreters frequently must walk between the visitor center and historic site during hot or inclement weather. While performing the duties of this position, interpreters are regularly required to reach with hands and arms, speak for extended periods of time to an audience, and listen. Interpreters may need to lift and carry objects such as a small water cooler, walkie-talkie, printed material, or cleaning supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Materials:** In addition to filling out the GWF Employment Form, please attach a resume.