HCA
DELAWARE HISTORICAL & CULTURAL AFFAIRS

Delaware Division of Historical & Cultural Affairs
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history.delaware.gov

Museum/Historic Site Interpreter- New Castle Court House Museum

The Delaware Division of Historical and Cultural Affairs (Department of State), seeks an enthusiastic and experienced individual to interpret history and interact with the public at the New Castle Court House Museum. Interpreters are responsible for interacting with the public, programming and social media support, research, and museum operations.

The Museum/Historic Site Interpreter will participate in all aspects of interpretive and educational programming related to individuals, groups, and schools. This programming will occur on-site, off-site, and virtually. This position will work to raise awareness of the programs offered that highlight the history of the site in regional and national topics.

The position is part time, not to exceed 29.5 hours/week, based in Historic New Castle, Delaware, with a payrate of $14.43/hour.

To apply, please email your cover letter and resume to Museums@delaware.gov.

Closing Date: Open until filled – We will begin reviewing applications and scheduling interviews on July 16, 2021.

Responsibilities:

1. Conducts thematic tours and lectures, participates in workshops, seminars, virtual programming, social media postings, and consultations of the New Castle Court House Museum and associated local New Castle area history.
2. Assesses visitor level of knowledge and interests prior to and during tours and adjusts and tailors subject matter to audience.
3. Engages visitors in participatory activities or historic demonstrations.
4. Assists with the development and implementation of programmatic activities by conducting research within established guidelines, proposing ideas for the site activities, participating in brainstorming sessions for developing and implementing research projects, exhibits, and interpretive programs.
5. Develops educational activities and programs according to nationally accepted best practices and standards.
6. Works with supervisor, staff, volunteers, and interns.
7. Performs a variety of support functions such as maintaining surveillance of visitors and building contents for security purposes; records number of visitors per day, opening and closing the building, arming the building, prepare for next day activities if needed, other duties as needed for daily operation or interpretation of the site.
8. Maintains operations during the absence of the supervisor.
9. Works with diverse audiences and age groups.

Knowledge and Abilities:

1. Interest in local, state, and national history and a readiness to expand knowledge.
2. Strong written and oral communication skills with attention to details.
3. Excellent interpersonal skills to work with diverse visitors, residents, volunteers, and staff.
4. Strong organizational and project management skills with ability to work independently, proactively and as a team member.
5. Ability to work well under pressure and multitask.
6. Computer literacy, particularly in Outlook, Word, Excel, and PowerPoint.
7. Ability to utilize video conferencing programs such as Zoom, Teams, and WebEx for meetings and public programming.
8. Knowledge of social media platforms such as Facebook, Instagram, and Twitter.
9. Must have valid driver's license and be able to work weekends, holidays, and occasional evening hours.

Position Requirements:

1. Knowledge and experience in public speaking to diverse populations and age groups.
2. Experience in research and writing.
3. Flexibility in working weekdays and weekends.
4. Experience in customer service.

Delaware Division of Historical and Cultural Affairs

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The Division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the division's Statement on Race and Equity at https://history.delaware.gov/about-agency/.