

Museum/Historic Site Interpreter – Cooch’s Bridge Historic Site

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 Cooch’s Bridge Historic Site. Interpreters are responsible for interacting with the public, programming and social media support, research, and daily museum operations. This position will be part of the team that is transitioning the site from private ownership to a public site that has regular hours year-round.

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 Newark, Delaware, with a hiring rate of \$17.21/hour.

To apply, please visit the [Delaware State Jobs page](#).

Closing Date: December 18, 2024.

Responsibilities:

1. Conducts thematic tours, lectures, workshops, seminars, virtual programming, social media postings, and consultations of the Cooch’s Bridge Historic Site and associated local area history.
2. Assesses visitor level of knowledge and interests prior to and during tours and makes adjustments to tailor subject matter to the 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 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 supervisors, staff, volunteers, and interns.
7. Performs a variety of support functions such as maintaining surveillance of visitors/buildings/contents for security purposes; scheduling tours; preparing records of visitation and donations.
8. Maintains operations during absence of supervisors.
9. Works with diverse audiences and age groups.

Knowledge and Abilities:

1. Interest in local history and a readiness to learn and expand knowledge of Delaware history
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 manage multiple programs/deadlines;
6. Computer literacy, particularly in Outlook, Word, Excel, PowerPoint;
7. Ability to utilize video conferencing programs such as Zoom and Teams for meetings and public programming;
8. Knowledge of social media platforms such as Facebook, Instagram, and Twitter;
9. Must have a valid driver's license and be able to work weekends, holidays, and occasional evening hours.

Position Requirements:

1. Six months experience in record keeping.
2. Knowledge of museum practices such as collections management, research, exhibit design, handling of collections, preservation or maintenance of historic buildings, conducting museum educational programs or tours.
3. Knowledge of public relations, media relations or communications such as establishing and promoting a positive image with the public, informing or influencing specific audiences through the use of internal and external communications such as public forums, journalism, writing, marketing, advertising, social media, promotions, or special events.

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/>.

