



VACANCY ANNOUNCEMENT

Title: Interpretive Assistant (Hourly/Seasonal – Mid-February to May)

Application Period: Open until filled

Hourly Wage Range: \$10.10-10.57 commensurate with experience

Schedule: Must be able to work flexible schedule including weekends and holidays

Principle Functions:

The Interpretive Assistant is responsible for providing direct interpretive services at the Park that include costumed demonstrations for public and school groups, informal costumed “encounters”, and guided tours. They also perform programs related to both the civilian and military themes of the Park as needed.

Responsibilities:

The Interpretive Assistant will:

- Assist in the daily operations and interpretation of the Park’s Military Encampment and Tudor Hall Plantation. This work will be performed in period clothing, outdoors in all types of weather conditions
- Be trained in a variety of programs by attending classes and demonstrating competence in public speaking, program delivery, and visitor management techniques
- Conduct scheduled demonstrations and guided tours following specific program outlines to large and varied audiences
- Assist with the implementation of living history related programs and activities, including overnight Civil War Adventure Camps, History Day Camps, special events, and other programs as assigned
- Conduct programming for walk-in visitors and for large groups of students and adults adhering to the approved program outlines and Park standards
- Serve at Visitor Services duty stations as needed
- Assist in the maintenance of areas used by the department staff
- Possess the ability to work a flexible schedule including evenings, weekends, and holidays as needed
- Assist other departments and participate in special events as needed
- Perform other duties as assigned

Preferred Qualifications

- Possess a high school diploma or equivalent.
- Have knowledge of the principles of interpretation.
- Have the ability to effectively communicate verbally and with enthusiasm.
- Have experience in costumed interpretation, living history, education, public speaking, theater, or related field.

- Show interest in American social and Civil War history.
- Be able to perform tasks that require moderate physical exertion as required (lifting, climbing, bending, pulling, standing for long periods) often outdoors in varying seasonal conditions.
- Possess the ability to work a flexible schedule including weekends, holidays, and extended hours as necessary.
- Possess a good, working knowledge of all park themes.
- Possess a strong, working knowledge of 19th Century material, culture, soldier life, and agricultural techniques.

To Apply: Submit a complete Pamplin Historical Park application form, a resume, and a narrative statement of not more than two typewritten pages addressing the preferred qualifications for this position. Additional materials may be included at the applicant's discretion; however, the Park does not guarantee the return of any application materials. Highly qualified applicants will be interviewed by telephone. The best candidates will be invited to participate in a personal interview at the Park at their own expense. All applicants will be notified about the status of their application; therefore, we request that applicants do not call the Park for information about their candidacy. Applicants wishing to withdraw their name from consideration should notify Pamplin Historical Park at their earliest convenience.

To obtain an application form, log on to www.pamplinpark.org, call (804) 861-2408, or request one at the Park. Submit completed application packets to: Pamplin Historical Park, Attn: Diane Willard, Administration, 6125 Boydton Plank Road, Petersburg, VA 23803. Application packets may be mailed, faxed to (804) 861-2820, or hand-delivered.

About Pamplin Historical Park: Pamplin Historical Park is located on a 424-acre campus in Dinwiddie County, Virginia, six miles from Petersburg and 31 miles south of Richmond. The Park contains three museums, features an extensive costumed interpretive program, and preserves the site of a major Civil War battlefield. Pamplin Historical Park, a privately owned 501 (c) (3) non-profit organization, and is a major historical attraction with an ambitious expansion plan. For more information, please visit our website at www.pamplinpark.org