



## VACANCY ANNOUNCEMENT

**Position Title:** Education Assistant  
**Status:** Part-time, hourly  
**Hourly Rate:** \$12.50 per hour

### **Principal Functions:**

The Education Assistant will conduct educational programs for organized groups of Park visitors as well as perform a variety of tasks designed to serve general Park visitors.

### **Responsibilities:**

The Education Assistant will:

- Become proficient in all Park educational programs by attending classes, and demonstrating competence in public speaking, program delivery, and visitor management techniques
- Deliver educational programs adhering to the approved program outlines and Park standards to students (primarily but not limited to fourth, fifth, and sixth grades)
- Serve at Visitor Services duty stations as needed
- Maintain a professional appearance consistent with Park standards
- Work a flexible schedule including weekends, holidays, and evenings, as visitor demand requires.
- Demonstrate reliable attendance and punctuality
- Maintain cordial, cooperative, and professional working relations with co-workers, supervisors, and the public
- Demonstrate outstanding verbal communication skills and business-level written communication skills
- Demonstrate the ability to perform multiple tasks simultaneously without close supervision
- Assist other departments and participate in special events as needed
- Supports the overall visitor experience of the Park by providing exceptional customer service.
- Perform other duties as assigned

### **Qualification Required:**

- High school diploma, 2 years college, vocational training, or other work experience.
- Demonstrated experience with the design and delivery of innovative, creative, high quality, and developmentally appropriate programs for all ages, backgrounds and abilities.

- At least one year of professional experience presenting educational programs to children at a museum, historic site, or in the classroom.
- Familiarity with nineteenth century American social and Civil War history developed through formal education, professional experience, or personal study.
- Ability to teach and/or facilitate conversations about challenging or controversial topics with a variety of audiences
- Knowledge of the principles of museum education.
- Demonstrated ability to speak to large audiences with clarity.
- Superior verbal and written communication skills.
- Detail oriented, with excellent organizational and customer service skills.
- Competence with Microsoft Office suite, Outlook, and OneDrive.
- Ability to work a flexible schedule including evenings, weekends, and holidays

**How to Apply:**

Applicants should complete the standard Pamplin Historical Park application available on the Park's web site, [www.pamplinpark.org](http://www.pamplinpark.org), or by calling the Park at 804-861-2408. In addition, each applicant should submit a written narrative elaborating on his/her specific qualifications for the position. Narrative statements must not exceed two pages. Submit applications to Pamplin Historical Park, 6125 Boydton Plank Road, Petersburg, VA 23803, Attn: Amanda Jones, Director of Administration. Or e-mail directly to [ajones@pamplinpark.org](mailto:ajones@pamplinpark.org). Highly qualified applicants will be interviewed by telephone. The best candidates will be invited to participate in a personal interview at Pamplin Historical Park at their own expense.

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. For more information, please visit our website at [www.pamplinpark.org](http://www.pamplinpark.org)