



VACANCY ANNOUNCEMENT

Title: Education and Interpretive Assistant

Application Period: Open until filled

Hour Wage Range: \$15.00-\$17.00 commensurate with experience

Schedule: Thursday-Sunday, some holidays

Principle Functions:

The Education/Interpretive Assistant is responsible for providing direct visitor services at the Park that includes organized school groups, adult groups, and daily walk-in visitors and military and civilian living history. The position requires a dynamic and passionate individual who can provide excellent visitor experience with delivery of daily tours and demonstrations to include programs given in living history attire. The desired candidate will be proficient in civilian, military, and enslaved history ranging from 18th Century Colonial to Reconstruction.

Responsibilities:

- Become proficient in all Park educational and interpretive programs to include military reenactments and living history by attending trainings, and demonstrating competence in public speaking, program delivery, and visitor management techniques
- Demonstrate reliable attendance and punctuality
- Maintain cordial, cooperative, and professional working relations with co-workers, supervisors, and the public
- Serve at visitor services stations and demonstrate outstanding verbal communication skills and business-level written communication skills
- Demonstrate the ability to perform multiple tasks simultaneously without close supervision
- Conduct scheduled demonstrations and guided tours following specific program outlines to large and varying audiences
- Assist with the implementation of living history related programs and activities, including but not limited to special events, daily tours, focus weekends, and scheduled field trips/adult groups
- Assist in the maintenance of areas related to interpretive and education spaces such as fencing, gardens, and historic buildings
- Possess the ability to a flexible, rotating schedule that requires weekends and holidays and as needed
- Must be able to stand long periods of standing, walking, work outside in all climates, and in some cases in period clothing

Preferred Qualifications:

- Possesses high school diploma, college degree, or work equivalent
- Have a knowledge and understanding of the principles of museum education and interpretation with a focus in Colonial Era to Reconstruction
- Have the ability to effectively communicate verbally and with enthusiasm
- Have experience in living history interpretation – military and civilian - education, public speaking, or related field

How 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 in person at the Park's administrative building. 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: Zachary Pittard, Director of Education and Interpretation, Amanda Jones, Director of Administration and Membership, 6125 Boydton Plank Road, Petersburg, VA 23803. Application packets may be mailed, faxed to (804) 861-2820, e-mailed to ajones@pamplinpark.org, or hand-delivered.