



VACANCY ANNOUNCEMENT

POSITION TITLE: SENIOR EDUCATION AND INTERPRETATION SPECIALIST
CLASSIFICATION: SALARIED-EXEMPT
APPLICATION PERIOD: OPEN UNTIL FILLED
STARTING SALARY: \$38,000.00
SCHEDULE: Must be able to work a flexible schedule including, evenings, weekends, and holidays.

PRINCIPLE FUNCTIONS:

The Senior Education and Interpretation Specialist performs all front-line functions in Education and Interpretation. He/she serves as the direct support to the Director of Education and Interpretation and acts as supervisor in their absence. The incumbent maintains proficiency in all the Park's Education and Interpretation programs, participates in Civil War Adventure Camps, leads Custom Tours, and bears primary responsibility for scheduling group tours and seasonal staff when needed.

CORE RESPONSIBILITIES (not limited to):

- Personally leading Education and Interpretive programs for student and adult groups, adhering to all Park programming content and standards
- Presenting living history programs wearing appropriate historical attire in both military and civilian settings
- Maintaining strong working knowledge of all approved Park education and Interpretive programs to include 18th and 19th century military and civilian scenarios
- Maintaining a strong working knowledge of the historical themes addressed in the Park, as well as functional knowledge of the Petersburg Campaign
- Acting as supervisor for the Education and Interpretation department in the absence of the Director
- Assisting with training of hourly and seasonal staff
- Serving as primary contact for schools, tour companies, and group leaders when scheduling tours and field trips
- Scheduling part-time and seasonal staff for group tours and coverage
- Participating in all Park programming and Special Events
- Contributing to the development and revision of Educational and Interpretive programming
- Developing and leading individual Custom Tours
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in History, Museum Studies, or related field
- One-year experience working in public history, program development, or a classroom setting
- Strong verbal and written communication skills
- Working knowledge of Microsoft Office
- Valid Driver's License
- Reliable transportation

PREFERRED QUALIFICATIONS:

- Three to five years' experience working in public history, museums, or classroom experience
- Working knowledge of PastPerfect Museum Software
- Supervisory and scheduling experience
- CPR/AED or First Aid certification
- Prior training in historical weaponry and/or black powder

TO APPLY:

Submit a completed Pamplin Historical Park application form and a narrative statement of no less than two full paragraphs addressing your qualifications and reason for applying 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 phone. The best candidates will be invited to participate in a personal interview at the Park at their own expense.

All applicants will receive confirmation upon receipt of their application via e-mail. Applicants wishing to check the status of their application or withdraw their name for consideration should notify the Director of Administration via e-mail at ajones@pamplinpark.org.

To obtain an application form, log on to www.pamplinpark.org/employment/application. There, you can fill out the on-line form or download and complete the application in PDF form.

All completed applications and materials should be submitted to:

Pamplin Historical Park
Attn: Amanda Jones
Director of Administration
6125 Boydton Plank Road
North Dinwiddie, VA 23803

-or-

Emailed to:
ajones@pamplinpark.org

-or-

Faxed to:
804-861-2820

Pamplin Historical Park is a nonprofit 501(c)3 organization operating a 424-acre campus in Dinwiddie County, Virginia, six miles from Petersburg and 31 miles south of Richmond. The Park contains museums, four historic homes, features and extensive costumed interpretive program, and preserves the site of a major Civil War battlefield.