

## **Historical Interpreter Position Description**

**Title:** Historical Interpreter (Docent or Tour Guide)

**Function:** interprets the daily lives of eighteenth-century Americans, the life of Noah Webster, and the history of West Hartford using conversation, demonstration and hands-on activities.

**Responsible to:** Visitor Services Manager

**Primary responsibilities:**

- Provide accurate tours of the Noah Webster House in period clothing
- Schedule work shifts one month in advance
- Report for duty as scheduled
- Communicate with staff member on duty if unable to work shift
- Attend training sessions and continuing education sessions

**Other responsibilities many include:**

- Helping with museum mailing and other jobs during shift, if desired

**Qualifications:**

- Strong communication and interpersonal skills, including speaking to up to 12 visitors at once
- Ability to complete up to 14 hours of position-specific training
- Exhibit professional manner and dress at all times
- Ability to work as a team player; uphold the mission of the Museum; abide by the stated rules, regulations and procedures of the Museum
- Ability to be on feet for up to three hours at a time and navigate historic house stairs
- Enjoy working with people
- Reliable
- Customer service experience is a plus
- Must be at least 16 years of age. If you are younger, please apply as a child-parent volunteer pair.

**Time required:**

- Must be available at least three hours per month (one shift) to receive full benefits.

The Museum is currently open every day from 1-4 p.m. Hours may change in the coming year. The museum is always closed on major holidays and the first five weekdays of January.

**Training:** Extensive training will provide interpreters with basic information needed to give tours of the house. This will include 6-8 hours of training within the museum, as well as 12-14 hours of at-home reading. Subsequent training sessions will build on specific area of knowledge and hand skills (such as spinning, weaving and open-hearth cooking).

**Benefits:** 10% discount in museum shop; Museum member rate on Noah Webster House programs; invitation to volunteer parties and trips; use of museum library and microfilm collection. Access to free passes to select local museums.