



THE AMERICAN CIVIL WAR MUSEUM

Mission: The American Civil War Museum explores, inspires, and promotes a better understanding of the Civil War – its causes, course, and consequences.

POSITION TITLE: Historical Site Interpreter

Location: Appomattox, Virginia

Job Type: Hourly, Part-Time. Approximately 20 hours per week, some weekends, evenings, and holidays required.

Rate: \$14.50 p/hour

Summary: The Historic Site Interpreter (HSI) position is an ambassador of the American Civil War Museum at Appomattox, contributing to the visitor experience by leading interactive programming for diverse audiences, including but not limited to exhibit tours, field trips, and public programs. Additionally, this position supports daily operations by providing information on the museum, promoting memberships, and assisting with admissions and retail sales.

RESPONSIBILITIES & DUTIES

- Delivers tours of the museum's exhibits to a wide range of visitors
- Conducts hands-on, interactive education programs for student groups, both on site and in the classroom.
- Assists with the preparation and implementation of museum programs such as lectures, Fall and Spring Festivals, Christmas Open House, and Commemoration & Freedom Day.
- Greets, welcomes, and provides an orientation to visitors and frontline museum operations, including front desk services, and ticket and retail sales utilizing a POS register system.
- Supports the overall visitor experience of the ACWM by providing exceptional customer service, including concierge services, such as directions, and recommendations for other amenities and attractions in the community.

QUALIFICATIONS

- Minimum of a high school diploma, with some college (or equivalent) experience; Bachelor's degree in History, Education, Museum Studies, or a related field preferred.
- Demonstrated experience providing engaging educational experiences to a wide variety of audiences using various interpretive techniques, preferably at a museum or historic site, or classroom teaching experience.
- Demonstrated passion for History, Education, and/or Interpretation, with knowledge of 19th-century American social and Civil War history developed through formal education, professional experience, or personal study.
- Superior public communication skills and excellent customer service skills
- Ability to work a flexible schedule.
- Ability to perform physical tasks associated with the position, with or without reasonable accommodations:
 - Ability to climb stairs
 - Ability to walk and stand for extended periods of time
 - Ability to work indoors and outdoors in varied weather conditions
- Demonstrated experience with a Point of Sale (POS) system preferred.

To apply for this position, please send a cover letter and resume to Kelly Childress, Site Director, at kchildress@acwm.org.

Equal Employment Opportunity (EEO): The American Civil War Museum provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. Finally, we prohibit the harassment of any individual.