

Preserve Rhode Island Job Description



Title:

Museum Interpreter

***for Lippitt House Museum, a property of Preserve Rhode Island
Part-time, Seasonal***

Summary: The Museum Interpreter facilitates tours of Lippitt House Museum and supports museums programs and events. The Museum Interpreter reports to the Museum Interim Director and works closely with the Museum Associate.

Primary Responsibilities

- Provide engaging guided tours drawing from Lippitt House Museum's interpretive themes and goals.
- Open and close the Museum ensuring spaces are ready for visitors and that the Museum is secure at the end of the day.
- Greet visitors and use the Fareharbor mobile app to check-in visitors and take payment.
- Adhere to Museum policies and procedures.
- Commit to initial training and continuous learning through independent reading of provided resources.

Secondary Responsibilities

When not engaged in tours, the Museum Interpreter will contribute to other work of the Museum as agreed upon with the Interim Director. As time permits, those responsibilities are:

- Contribute text and images for social media content.
- Conduct Lippitt family genealogical research.
- Prep materials for programs.
- Help set up special programs and rental events.
- Clean and care for collection pieces.
- Conduct market research.
- Organize computer photo library.
- Other administrative tasks, based on interest and experience.

Additional hours will be added to work at rental events from time to time. Those event responsibilities are:

- Support the Museum Associate in ensuring that rental events run smoothly.
- Assist Museum Associate and Property Manager with event set-up and break-down.

- Assist Museum Associate in supervising clients and vendors during arrival and departure.
- Circulate during events to answer questions, tidy, and ensure Museum collections are protected.

Job Qualifications and Professional Skills:

- Strong communication skills and ability to be welcoming to people who visit Lippitt House Museum including tourists, neighbors, Lippitt family descendants, adult English Language Learners, and SNAP/EBT cardholders.
- Ability to work both independently and as a part of a team.
- Ability to follow protocols and exercise flexibility in changing situations.
- An interest in history and a commitment to Lippitt House Museum's mission to contribute to a vibrant civil society by activating a place where art, history, and community converge.
- General knowledge of 19th century Providence is preferred but not required. The prospective Museum Interpreter should have a desire and willingness to learn the history associated with the Museum (training will be provided) with the goal of communicating that history accurately and effectively to visitors.
- Prior frontline/customer service experience a plus.
- Prior experience working, volunteering, or interning in historic sites and/or museums preferred.

Environmental Conditions:

- Will be working in a historic house with office on second floor without elevator access. Duties will take person on all floors of building as well as outdoors.
- Job requires standing and walking around the Museum for extended periods.
- May experience varying climate conditions depending on the season.
- On occasion, will need to lift 25 - 50 pounds.

Hours/Schedule: *This is a part-time seasonal position, April through October.*

- 6 - 10 hours a week
- May through October, Fridays 9:30 AM - 3:30 PM are required to staff tours.
- Occasional tour hours on Thursday evenings and Saturday days.
- Availability to help work occasional programs and rental events on weekends or evenings for additional hours is preferred.

Pay Range: \$19 - \$20/hour

To Apply: Email a resume and letter of interest to LippittJobs@PreserveRI.org - please address how this part-time, seasonal position is a good fit for you. Review of applications will begin on March 3, 2025.

For more information about Lippitt House Museum:
<https://www.preserveri.org/lippitt-house-museum>