



HISTORIC INTERPRETER

Position Description: Historic Interpreters are responsible for giving high-quality guided tours of Historic Huguenot Street. These individuals cultivate a welcoming atmosphere, answer guest questions, provide assistance, serve as interpreters of our National Historic Landmark District and educate guests about our site, our community and preservation. Also known as guides, these individuals play a key role, serving as the link between the museum and the public. Historic Interpreters may be cross-trained to work in our Museum Shop. Historic Interpreters report to the Director of Visitor Services.

Duties and Responsibilities:

- Conduct tours of Historic Huguenot Street for adults, children and special audiences.
- Consistently provide accurate information and keep abreast of changes in interpretation
- Assist in the opening of the site and/or Visitor Center, to include raising the flags and opening the museum houses.
- Promote membership and further engagement in HHS, to include promotion of *Friends of Huguenot Street*, our membership program, volunteering and upcoming events.
- Provide excellent service to guest, members and donors and, by example, encourage others to do the same.
- Work with other staff and volunteers to ensure a consistently high standard of orderliness and tidiness in all areas open to the public. Report problems immediately.
- Other duties as may be assigned.

Qualifications: Strong interpersonal skills. Experience in speaking to and working with small groups. Ability to incorporate detailed information and convey it in a compelling manner to guests. A love for and excitement about learning and teaching. Team players who exhibit flexibility and cooperation are strongly preferred. Experience in serving the public a plus. Commitment to the organization's mission, goals and standards required.

To Apply: Please submit current resume and cover letter to:

Rebecca Mackey
Director of Visitor Services
Historic Huguenot Street
18 Broadhead Avenue
New Paltz, NY 12561
rebecca@huguenotstreet.org