

Interpreter Job Description

Interpretation is “an educational activity which aims to reveal meaning and relationships through the use of original objects, by firsthand experience, and by illustrative media, rather than simply to communicate factual information.” (Tilden, 1957, p. 8)

The Penobscot Marine Museum is seeking individuals with an interest in history and/or sailing to work as interpreters on our 3 acre museum campus. These positions are seasonal (May-October), with employment up to 5 days per week. Rare off-season hours may be available. Training is provided. Qualified candidates will demonstrate strong communication skills and be comfortable speaking in a one-on-one or group setting. Being a team player and engaging with the public, including children, are essential qualities.

Job duties include

- Working as part of a team and staffing buildings/giving presentations solo.
- Attending all training sessions at the beginning of the season and additional training as needed
- Attending daily front-line staff meetings on scheduled work days unless prior arrangements are approved by supervisor
- Unlocking and unalarmed exhibit buildings as needed
- Performing minor housekeeping in exhibit buildings, including sweeping, vacuuming, and monitoring pests, as needed
- Welcoming visitors to an exhibit
- Checking for admission stickers and tactfully referring visitors to the admissions desk if needed
- Giving visitors an introduction about what to expect in the exhibit
- Touring visitors through the exhibit if needed
- Answering visitor questions
- Being knowledgeable about and able to refer visitors to the correct exhibit buildings in the museum, museum staff, and daily and upcoming programs and events
- Walking through the exhibit on a regular basis to check on visitors and monitor artifact safety
- Becoming familiar with the artifacts in the exhibits
- During time when there are no visitors in the exhibit, studying materials related to the exhibit and the Museum
- Conducting inventories of artifacts in the exhibits
- Prepping craft materials for museum activities
- Leading groups of children (scouts, field trips, etc.) or adults through exhibits
- Assisting or leading children’s crafts or programs
- Responding to security and/or safety concerns

Interpreters may be stationed at one location for their entire shift, they may rotate between buildings or activities, or they may float between stations, relieving other interpreters for breaks.

Additional duties may include

- Covering for other interpreters during breaks
- Covering the gift shop, including selling admissions, gift shop sales, and answering the phone
- Conducting research
- Developing talks on specific exhibits or artifacts
- Work weekends and occasional evenings, as scheduled
- Other duties as assigned

Hours

- Position is seasonal (May-October), with employment up to 5 days per week
- Rare off-season hours may be available
- The position is flexible within the following parameters:
 - During the busy season, interpreters must be regularly scheduled at minimum 2 days each week, preferably not both weekend days.
 - During the rest of the season, interpreters must be scheduled at least one day each week with no more than 6 days in between regularly scheduled work days.
- Interpreters with outside responsibilities that limit their work hours (such as a full-time job) may start their PMM season late and end their season early

Benefits

- Family membership benefits to the Penobscot Marine Museum
 - Option to pay \$75 for the premium membership which includes reciprocal membership for CAMM and NARM
- Free admission to speaker series programs
- 20% off in the gift shop

Qualifications

- Strong communication skills
- Comfortable speaking in a one-on-one or group setting
- Team player
- Ability to engage with the public, including children

Applications are accepted year-round. Please submit cover letter, resume, and list of three references to Jeana Ganskop at jganskop@pmm-maine.org. **In February, seasonal staffing needs are assessed. If additional interpretive staff is required, review of applicants will begin at that time and will continue until the positions are filled.**