

PENOBSCOT MARINE MUSEUM

Job Title: Interpreter
Reports to: Education Director
Job Terms: Non-Exempt, Up to 35 hours/week, May-October
Updated: February 2022

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.” (*Interpreting Our Heritage*, Tilden)

The Penobscot Marine Museum seeks individuals with an interest in history and/or sailing to work as members of our interpretive staff on our 3 acre museum campus. These positions are seasonal (May-October), with employment up to 5 days per week. Shifts are 5.5 to 7 hours long. 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. Duties include but are not limited to the following:

- Engaging with visitors
 - 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
 - Learning written guided tours and leading scheduled guided tours of the campus or exhibits
 - 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 activities, programs, and events
 - Walking through the exhibit on a regular basis to check on visitors and monitor artifact safety
 - Leading groups of children (scouts, field trips, etc.) or adults through exhibits
 - Assisting or leading children’s crafts or programs
- Contributing to a positive, safe, and tidy work environment
 - Working as part of a team and staffing buildings/giving presentations solo.
 - Responding to security and/or safety concerns
 - Performing minor housekeeping in exhibit buildings, including sweeping, vacuuming, and monitoring pests, as needed
- Becoming familiar with the museum’s campus and activities
 - 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
 - Becoming familiar with the artifacts in the exhibits
- During time when there are no visitors in the exhibit
 - Keeping alert and welcoming
 - studying materials related to the exhibit and the Museum
 - Conducting inventories of artifacts in the exhibits
 - Prepping craft materials for museum activities
 - Conducting light gardening
 - Other tasks as assigned

Additional duties may include

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

During each shift, all interpreters will rotate between staffing buildings and leading activities such as tours, children's crafts, and demonstrations. Within the interpretive staff, there are distinct positions and each interpreter will work at least 1 day each week in each position.

Hours

- Position is seasonal (May-October), with employment up to 5 days per week
- Shifts are:
 - Sunday: 11:30am-4pm or 11:30am-5pm
 - Monday-Saturday: 9:30am-4pm or 9:30am-5pm
- The position is flexible within the following parameters:
 - During the busy season, interpreters must be regularly scheduled at minimum 2 days each week, including one weekend day
 - 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

Wages and Benefits

- \$14/hour paid biweekly
- Accrued Maine Earned Paid Leave – 1 hour for every 40 hours worked
- 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 and other programming
- 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. Open until filled for the 2022 season.

Staff, interns, and volunteers will be required to show proof that they are fully vaccinated against COVID-19 as a condition of employment.