

POSITION DESCRIPTION

INTERPRETER

EMPLOYEE:	OPEN	
FLSA STATUS:	Non-Exempt	POSITION GRADE: TBD
COMPONENT:	Interpretation	LOCATION: CHM sites
REPORTS TO:	Interpretation Manager	
PREPARED BY:	Nancy Crane	DATE: March 2, 2006
APPROVED BY:	Julie Voges	DATE: January 5, 2007

SUMMARY: Under general supervision of the Interpretation Manager, the Interpreter delivers engaging and enlightening interpretive experiences across the CHM system of museums (Historic Brattonsville, Museum of York County, McCelvey Center, future Stans Museum of Life & the Environment) to a wide variety of Museum visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

1. Incumbent delivers interpretive experiences and programs across the CHM system of museums including, but not limited to, school and public tours, programs, special educational events, marketing/development events, etc.
2. Applies best practices to program delivery and strives to discover and apply new strategies and techniques to keep interpretative experiences fresh and exciting. Interpretive experiences include, but are not limited to, costumed living history, environmental education/science, cultural history, etc.
3. Assists, coaches and serves as a resource for volunteers to improve the overall effectiveness and impact of the interpretive programs.
4. Incumbent will achieve/maintain certification as a Certified Interpretive Guide (CIG) by the National Association of Interpretation and actively participate in other professional development opportunities.
5. Maintains active content knowledge in cultural and natural history plus other applicable content areas as well as knowledge of best practices and current concepts in interpretation and education.

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6. Incumbent may be cross-trained in planetarium operations to provide back-up support as needed.
7. Frequent weekend and evening work required to coincide with peak audience visitation.
8. Performs other duties as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelors degree from accredited college or university preferred. Successful prior experience as an interpreter working in an informal educational setting such as a museum, historic site, nature center, or park preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license. Certification as Certified Interpretive Guide (CIG) a plus.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment is usually moderate.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Employee's Signature

Date

Supervisor's Signature

Date