



Preservation Virginia

Job Description
Preservation Virginia
Patrick Henry's Scotchtown
Historic Site Interpreter

Through programs and tours of the site, Patrick Henry's Scotchtown's historic interpreters promote dialogue and historical perspective about the American Revolution, liberty and human rights by examining the Henry's experiences at Scotchtown.

This position is part time, hourly and provides no benefits. Patrick Henry's Scotchtown is owned and operated by Preservation Virginia, the oldest statewide preservation organization in the nation. The interpreter is directly supervised by the Site Coordinator.

Requirements: Must be over 18, able to lift 30 lbs, be able to climb up and down stairs repeatedly. Must like working with and speaking to the public for several hours at a time. Prior knowledge of American History and or giving public tours preferred.

All Interpreters must be able to fulfill all duties of the position as follows:

1. Interpreters will provide accurate and well organized tours of the site to the general public, tour groups, and school groups using the provided tour manual as their primary resource and guide for authority.
2. All interpreters must read the tour manual and assigned compendium of approved resources prior to conducting tours for the public.
3. Interpreters serve as primary customer service contacts and will welcome the public, collect admission fees or tickets, and direct visitors to facilities, exhibits, and interesting aspects of the site.

4. Interpreters represent the site and Preservation Virginia to visitors and shall conduct themselves at all times in a courteous and professional manner. They promote the organization's goals and programs, the need for financial support, and the advantages of becoming a member.
5. The interpreter is to be fully aware of the advantages and benefits of visitors becoming members and supporters of Preservation Virginia and be able to articulate the mission of the organization and how the Patrick Henry's Scotchtown fits into the mission of the organization.
6. Interpreters assist in providing security and care for the site, building, and collections. They help ensure the safety of the visiting public and respond calmly and professionally to emergencies. They follow institutional procedures and will report any changes in condition of the house or collection promptly to the Site Coordinator.
7. Interpreters assist with special programs, including but not limited to site rentals and special events, often held on evenings and weekends.
8. Interpreters participate actively in regularly scheduled staff meetings and training opportunities. Interpreters are required to update or modify their tours as new and relevant information becomes available.
9. Interpreters assist in the office as needed when not giving tours, for example by answering the telephone or doing clerical work.
10. Interpreters assist with keeping the site clean, including but not limited to keeping the staff areas (kitchen and desk area) clean and tidy, cleaning the bathrooms, taking out trash, sweeping the porch and steps, etc.
11. Interpreters assist visitors to the museum store, encourage sales and answer questions, operate the cash register and keep accurate sales records as directed, and keep the shop tidy and well stocked.
12. Interpreters are responsible for handling the financial transactions at the site according to the established operating procedures, are to

be accurate and precise when processing the transactions and should disclose any discrepancies to the site coordinator.

13. Interpreters will be reviewed on an annual basis by the Site Coordinator to provide guidance and support in the full carrying out of their responsibilities.

14. Interpreters perform other duties as assigned in furtherance of the mission of Patrick Henry's Scotchtown and Preservation Virginia.