



PRESERVATION VIRGINIA

Job Description Preservation Virginia John Marshall House Interpreter

The position of John Marshall House Museum Interpreter is a part time, hourly position without benefits. Located in downtown Richmond, the John Marshall House is a 1790 brick Federal-style structure, which served as the home of Chief Justice John Marshall from 1790 to 1835. The house is significant for its remarkable preservation and architectural form and its outstanding collection of Marshall family and Richmond-made objects. The John Marshall House is owned and operated by Preservation Virginia, the oldest statewide preservation organization in the nation.

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.

The duties of the position are as follows:

1. Interpreters will provide accurate and well organized tours of the house to the general public, tour groups, and school groups.
2. Interpreters welcome the public, collect tickets, and direct visitors to facilities, exhibits, and interesting aspects of the site.
3. Interpreters represent the John Marshall House and Preservation Virginia to visitors and shall conduct themselves at all times in a courteous and professional manner. Interpreters will inform visitors of the organization's goals and programs, the need for financial support, and the advantages of becoming a member.
4. Interpreters assist in providing security and care for the site, building, and collections. They help ensure the safety of the visiting public and must respond calmly and professionally to emergencies. They follow institutional procedures and will report any changes in the condition of the house or collection promptly to the Site Coordinator.
5. Interpreters assist with special programs, including but not limited to site rentals and special events, often held on evenings and weekends.
6. 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.
7. Interpreters assist in the office as needed when not giving tours, for example by answering the telephone or doing clerical work.
8. Interpreters assist with keeping the John Marshall House 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 daily, etc.
9. Interpreters open and close the house, if trained and required to do so.
 10. Interpreters welcome visitors into 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.

John Marshall House Interpreters report to the John Marshall House Site Coordinator and are responsible for other duties, as assigned.

The position is as-scheduled but interpreters can expect to work 5-30 hours per month. Parking is provided.