

**Preservation Virginia**  
**Museum Educator**  
**John Marshall House**

*Located in downtown Richmond, the John Marshall House—home of the fourth and longest-serving Chief Justice of the United States Supreme Court, his family, and 8-12 enslaved people—is owned and operated by Preservation Virginia, the oldest statewide preservation organization in the nation. It is significant for its remarkable preservation and architectural form, and for its outstanding collection of Marshall family and Richmond-made objects.*

**Position Description:** Museum Educator (Part-time, hourly, ineligible for benefits)

**Hourly Rate:** \$11

**Available Hours:** As-scheduled; the John Marshall House is open to the public Friday-Sunday, ability to work at least one of those days each week desired. Potential to work 22 – 80 hours a month.

**Reports To:** Education Manager

Museum Educators will primarily be responsible for leading 45 minute - 1 hour long guided tours of the historic John Marshall House and serving as front-line staff in the museum. Museum Educators will engage diverse audiences in topics to include but not limited to: the history of Chief Justice John Marshall and his legal legacies on the US Supreme Court (1801 - 1835), and social, political, and cultural history of the Federal and Early Republic periods including the complexities of gender, race, and slavery. Museum Educators will receive all training, including historical background, best practices in public history, historic interpretation, and tour techniques, and other necessary information for success in the position.

**Desired Qualifications:**

- Must be over 18 years old.
- Bachelor's degree in history, education, public history, political science, or related field; or equivalent experience.
- Ability to lift 30 pounds.
- Ability to climb up and down stairs repeatedly and to stand on feet for several hours at a time.
- Must enjoy engaging and speaking with diverse public audiences, of all ages and backgrounds.
- Excellent verbal communication skills.
- Dedication to providing excellent customer service.
- Prior knowledge of American history, including 18<sup>th</sup> and 19<sup>th</sup> century society, politics and law, war, gender, and race and slavery preferred.
- Experience giving public tours and/or public speaking, and experience operating a cash register/point-of-sale system preferred.
- Availability to work Friday-Sunday and occasionally during the week for student field trips and group tours.

**Essential Duties and Responsibilities:**

- Follow opening and closing procedures for the John Marshall House museum
- Lead 45 minute – 1 hour long guided tours to diverse audiences including student field trips and adult group tours.
- Serve as front-line museum staff including:
  - greeting guests, operating the cash register for admission and museum shop purchases, and provide excellent customer service.
  - Answer museum phone, monitor museum email and online tour booking reservations.
- Perform regular cleaning of public and staff spaces including:
  - museum shop floors, counters, bathrooms, staff kitchen, house porches, and emptying trash cans.
  - Maintain Covid-19 levels of sanitation and precautions in all public spaces, including wearing facial covers/masks over mouth and nose at all times, and practice social distancing, and enforcing these policies with guests.
- Assist with student field trips and group tours by (including but not limited to) greeting teachers, parents, and group representatives; providing group instruction; leading tours.
- Occasionally serve as appointed Manager on Duty when Education Manager is not present on-site.
- Help monitor physical maintenance of house, property, and historic collection and follow established protocols when issues arise.
- Assist with special events on-site and virtually as needed, usually on evenings and weekends, such as focus tours, lectures, etc.

**Other Opportunities:**

- Facilitate field trip and group tour programs and presentations.
- Assist in content development and research for educational programs and activities.
- Contribute written content to Preservation Virginia blog and John Marshall House social media accounts.
- Expand John Marshall House research and knowledge of associated histories.

**To apply, please send a cover letter and resume to [mdowney@preservationvirginia.org](mailto:mdowney@preservationvirginia.org) no later than **Sunday, December 13.****

Successful applicants to begin training in early-to-mid January.