



Preservation Virginia Cape Henry Lighthouse Historic Interpreter

Preservation Virginia seeks an Historic Interpreter for the Cape Henry Lighthouse. Located inside of the Fort Story military base, in Virginia Beach, VA, Cape Henry Lighthouse is the first public works project to be authorized by the newly formed U.S. Congress in 1792. The Interpreter will be responsible for providing stationed interpretation, walking tours and special programs as well as serving as front-line staff in the museum store. Historic Interpreters will engage diverse audiences on topics related to the science and history of the lighthouse.

Position Title: Historic Interpreter (Part-time, hourly, ineligible for benefits)

Hourly Rate: \$14.50 (\$15.00 after completing paid training)

Available Hours: As-scheduled; the Lighthouse is open to the public Monday-Sunday, except for major holidays. Must be available for weekend hours. Potential to work 16–120 hours a month.

Reports To: Cape Henry Lighthouse Manager

Requirements:

Interpreters must enjoy people, science, and history. Position requires significant outside work in both hot and cold weather, requires energy and physical stamina, ability to walk and climb a substantial quantity of stairs, operate a cash register, and ability to lift 50 pounds. 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.

Essential Duties and Responsibilities

The position is part-time and does require working weekends. A valid ID and background check is required to gain access to the active Fort Story Base in Virginia Beach.

The duties of the position are as follows:

- Provide accurate and well-organized walking tours of the site to the general public, tour groups, and school groups.

- Welcome the public, collect tickets, and direct visitors to facilities, exhibits, and interesting aspects of the site.
- Represent Cape Henry Lighthouse and Preservation Virginia to visitors and 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.
- Assist visitors with purchases in the museum store as well as stocking/organizing/cleaning in the store each day.
- 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 lighthouse or collection promptly to the Site Coordinator.
- Interpreters may be asked to assist with special programs, including but not limited to site rentals and special events often held on weekends.
- 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.
- Assist in the office as needed, for example by answering the telephone or doing clerical work.
- Assist with keeping Cape Henry Lighthouse clean, including but not limited to keeping the staff areas clean (taking out the trash, sweeping the museum store, restrooms and steps daily).
- Open and close the site if authorized and required to do so.

Other Opportunities:

- Assist in content development and research for educational programs and activities.
- Contribute written content to Preservation Virginia blog and Cape Henry Lighthouse social media accounts.
- Expand Cape Henry Lighthouse research and knowledge of associated histories.
- Participate in lectures and webinars.

To apply, please send a cover letter and resume with two references to rbalderson@preservationvirginia.org.