

PLIMOTH PLANTATION JOB DESCRIPTION

Department: Crafts, Trades, and Domestic Skills, Museum Experience Group
Job Title: Potter
Reports to: Manager, Crafts, Trades, and Domestic Skills
Job Level: Varies
FLSA: Non-Exempt
Position: Part-time, Year-Round
Supervises: None
Mentors: None



CORE COMMITMENT

Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the museum's educational mission and strategic goals; they uphold the museum's core values and principles in their work and in all their interactions with the public and coworkers. This commitment helps to ensure that Plimoth's reputation for excellence is maintained and that we, as stewards of the museum, are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:

- **Safety and Comfort:** Conduct yourself and your work at all times in a manner that helps to ensure the safety and comfort of all guests, staff, animals and museum property.
- **Compassionate Customer Engagement:** Plimoth Plantation exists to serve the public. It is their interest, goodwill and generosity that support the museum's mission. Each and every one of us commits to consistently provide our guests with the museum's unique brand of compassionate customer engagement.
- **Professional Excellence:** We believe in continual improvement and we strive for excellence in all aspects of our work every day. We approach our work with earnestness, vigor and the express purpose of providing enriching experiences for our guests.
- **Practice Personal Accountability:** Within the scope of your position, be personally accountable for improving the guest experience and for creating a rewarding, enjoyable workplace for yourself and your colleagues.
- **Advance a Culture of Philanthropy:** In addition to earned revenue, Plimoth Plantation relies on support income (fundraising) from a variety of sources. This includes individual donors, private foundations and government agencies. Philanthropy strengthens and sustains the Museum. As a 501(c)(3) charitable organization, it is essential that staff at all levels of the organization understand Development as a vital tool that advances the Museum's mission, strategic objectives and highest ideals.
- **Teamwork:** We value the satisfaction and fun that comes from working together toward a common goal or vision. Each of us takes responsibility for creating a collaborative, competent, cooperative environment and ensures that every team member has the opportunity to contribute to the success of the team.

POSITION SUMMARY

The Potter is one of the principal guest-facing artisans demonstrating in the Craft Center. The Potter's primary responsibility is the demonstration of 17th-century pottery-making while effectively interpreting to Museum guests the history and significance of trades in England. The Potter also supplies the Museum's Craft Center Shop with pottery for retail sale and the Colonial Interpretation Department with reproductions for use in the 17th-Century English Village, aboard *Mayflower II*, and on the Wampanoag Homesite, and by museum programs.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Disseminate appropriate historical information to museum guests in a personable, informative, conversational style of third-person interpretation while demonstrating wheel-thrown pottery-making.
- Working from 17th-century original objects, written records, and pictorial information, throw, glaze, decorate (as needed), and assist in firing reproduction pieces for use in the Museum's exhibits and programs, for retail sale in the Craft Center Shop, and for wholesale accounts.
- Maintain supplies necessary for daily demonstrations and pottery production; keep records of production and spending.
- Research primary source material (written and pictorial) on Plymouth Colony history, 16th- and 17th-century English and European potters and pottery, with a particular emphasis on the tools, practices, and techniques used by English and Dutch potters during this period.
- Teach participatory workshops and/or lead interactive programs in partnership with the Education and Public Programs department, as assigned by the Manager of Crafts, Trades, and Domestic Skills.
- Serve as a valuable professional resource in specialized areas that serve Plimoth Plantation, the museum field, and the wider range of interested individuals and organizations.
- Pursue professional and program development by conducting appropriate research, consulting with experts and peers, and preparing documentation for internal or external publications.
- Provide a friendly and welcoming presence for all guests and coworkers throughout the Museum.
- Support the Museum's mission, vision, core values and customer service philosophy.
- Other duties as assigned.

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties inherent in satisfactory performance of the position.

REQUIRED SKILLS

The skills, knowledge, abilities and personal characteristics that are essential to this job are:

- Reliability, dependability, and punctuality.
- Patience and imperturbability.
- Excellent interpersonal skills.
- Ability to follow simple directions.
- Attention to detail.
- Personal accountability.
- Courtesy.
- Honesty.
- Excellent organizational and time-management skills.
- Ability to work safely.

- Ability to communicate skillfully with a wide range of people from different cultural and social backgrounds.
- Ability to communicate skillfully with people of varying ages, language skills and physical abilities.
- Ability to interpret and apply the information you learn.
- Fluency in English, strong verbal skills, and ability to communicate clearly and engagingly with guests and colleagues.
- Engaging and creative personality for sharing the Museum's comprehensive themes and content in ways that inform and entertain informal learners.
- Ability to work independently, without direct supervision.
- Familiarity with Microsoft Office Suite, Google Apps, and general computer technology.
- Strong writing abilities.
- Common-sense approach to workplans.
- A background in 17th-century colonial history, English/European history, and/or historic crafts and trades.

EDUCATION and EXPERIENCE

- High School diploma or equivalent; Associate's Degree preferred.
- Experience in wheel throwing, glazing, and decorative techniques.
- Experience working with the public.
- Interest in 17th-century European crafts and trades.
- Interest in and appreciation for 17th-century English, Native American, and European history.

COMMUNICATION SKILLS:

- Ability to communicate with others, including strong verbal skills and fluency in the English language;
- Ability to read and analyze a variety of historical sources;
- Ability to write clearly and concisely.
- Ability to effectively present information and respond to inquiries from guests and staff while demonstrating the assigned task(s).

REASONING ABILITY:

- Ability to solve practical problems, to establish priorities, and accomplish tasks in order of importance; to help organize materials to accomplish tasks efficiently; to track multiple projects; to interpret and follow oral and written instructions.

OTHER SKILLS AND ABILITIES:

- Ability to communicate and work effectively with others, both staff and volunteers. Must be able to contribute to group discussion relevant to tasks to be undertaken.
- Ability to use tools and implements with skills appropriate to the traditions of 17th-century English and Dutch pottery.
- Ability use modern and traditional tools in a safe and appropriate manner.

PHYSICAL REQUIREMENTS

The physical demands outlined here are representative of those that must be met by an employee to perform successfully the essential functions of the job. There may be significant repetitive motion

necessary to accomplish certain tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Should be capable of lifting and moving objects sometimes in excess of 50 pounds.
- Work sitting, standing, kneeling, or bent over, sometimes for extended periods of time, and climb stairs.
- Utilize and manipulate implements and tools appropriate for 17th-century potters.
- Drive or ride in a vehicle for an extended period of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Craft Center is in a climate-controlled building that is well-lit and well-ventilated.
- The noise level varies from quiet to loud.

ADDITIONAL REQUIREMENTS

Flexibility in work hours and days off is required.

Employee Signature

Date

Revised January 19, 2016

Norah Messier, Director, Living Collections, Crafts, Trades, and Domestic Skills