

# PLIMOTH® PLANTATION

## **JOB TITLE: Living History Educator, Plimoth Grist Mill**

Department: Museum Experience Group

Reports to: Guest Experience Manager; Assistant Guest Experience Manager

Supervises: None

Position: Seasonal

FLSA: Non-Exempt

By joining our Museum Experience Group at the Plimoth Grist Mill, you will play a part in helping museum guests experience Plimoth's unique reproduction of a working water-powered grist mill. Creating a friendly atmosphere while welcoming diverse audiences, you will be ensuring a museum quality, exceptional guest experience. Flexibility is essential as priorities change due to staffing and visitation on any given day.

At the Plimoth Grist Mill, you will inspire a thought-provoking interaction with the past for our guests as you guide them through a consideration of technological history. You'll enjoy being a part of a busy team, engaging guests with the Museum's mission. As a confident communicator, you will be comfortable talking with a variety of people of all ages. As a natural problem-solver you will use your initiative to overcome practical issues that come up as part of working at a historical site. With the ability to follow processes and procedures you will also be able to handle the unexpected when it arises. You will enjoy the rewards of a great team environment and an inspiring location, helping to make the Plimoth Grist Mill a wonderful place to visit and work.

### **POSITION SUMMARY**

Living History Educators at the Plimoth Grist Mill provide a positive, friendly and welcoming environment by facilitating engaging and informative interactions in which Museum guests of all ages can explore history according to their own interests. Accurately interpret 17th -century life and the later history of Plymouth using 3rd-person techniques at a working water-powered grist mill. Ensure the safety of all guests. Foster a spirit of collaboration and cooperation in working with all Museum colleagues, including volunteers, Museum Guides and tour guides. Living History Educators work to maintain an optimal programmatic environment for Museum guests to experience Plimoth Plantation's mission. The Living History Educator at the Plimoth Grist Mill will perform with attention to professionalism at all times and is personally accountable for ensuring the continued success of Plimoth Plantation's programs. Plimoth Grist Mill Educators should have a passion for conveying the multicultural history, politics, arts, culture and science of Plimoth Plantation's programs to diverse audiences and communities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Through conversation and explanation, assist our guests as they explore early industrial science and technology, and interpret for them the history of early 17<sup>th</sup> century colonial Plymouth as represented by the Plimoth Grist Mill.
- Proactively initiate engaging and informative interactions.
- Learn and demonstrate mastery of all the entry-level primary and secondary sources

- Demonstrate an understanding of varied learning styles and the methods that the Museum uses to share information in an effective way for each of these learning styles.
- At all times, ensure the safety and comfort of all staff, guests, and Museum property.
- Attend the all-Museum Experience Group 9:00 am morning meeting (Plimoth Grist Mill staff attend by phone). Each employee should be dressed appropriately for the day's assigned duties.
- Collaborate with colleagues across the Museum Experience Group to create experiences for guests that are welcoming and individualized to that person's interest and abilities. Ensure a relevant, inclusive experience for all.
- Provide a friendly and welcoming presence for all guests and coworkers throughout the Museum.
- At all times, support the Museum's mission, vision, core values and customer service philosophy.
- Model and help to sustain a culture of philanthropy within the Museum Experience Group.
- Adhere to the policies of Plimoth Plantation as outlined in the Museum Employee manual and current job description.
- 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, and it may be revised from time to time. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.**

### **REQUIRED SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reliability, dependability and punctuality.
- Patience and imperturbability.
- Excellent interpersonal skills. A good sense of humor will help to keep everything in perspective.
- Ability to follow directions.
- Attention to detail.
- Personal accountability.
- Being courteous.
- Honesty.
- Ability to work safely.
- Some degree of dexterity.
- 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.
- Capacity to analyze, synthesize and accurately discuss varied primary and secondary historical sources, both documentary and material.

- Have an engaging and creative personality for sharing the Museum's comprehensive themes and content in ways that inform and entertain guests.
- Ability to work independently, without direct supervision.
- Maintain a professional work attitude and act with the highest standards of respect and courtesy.
- Serve as a role model for all museum staff.

### **EDUCATION AND EXPERIENCE**

- A high school diploma or equivalent; experience in a related field preferred but not required.
- Interest and experience working with the public is essential.
- Must be able to read and interpret a variety of historical and educational sources. Within a reasonable period, the incumbent must demonstrate understanding of 17<sup>th</sup>-century English, American, Native American and European history and the spectrum of learning styles and be able to apply this knowledge in interactions with Museum guests.

### **COMMUNICATION SKILLS**

- Ability to effectively engage museum guests, present information and respond to questions from like-age and mixed-age groups of all ages.

### **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 interpret and follow oral and written instructions.
- Ability to create safe spaces for children and learners of all ages.

### **OTHER SKILLS AND ABILITIES**

- Ability to communicate and work effectively with others, both staff and volunteers. Must be able to work independently or as part of a team to deliver quality museum programming. Flexibility in working hours, days and programs delivered is essential. This position may require weekend work.
- Proficient in basic computer skills.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires indoor and outdoor work, sometimes in adverse climatic conditions. Duties may include working sitting, standing, bent over or kneeling; may involve some lifting and moving of objects; standing for extended periods; climbing stairs, ladders, companionways, and/or gangways.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The workplace is not always climate controlled. This position may require outdoor work in a variety of conditions. Work may be performed in dusty and/or smoky environments; in poorly lit areas; near open fires. The noise level in the workplace varies from quiet to loud.

### **ADDITIONAL REQUIREMENTS**

Must be available to work Saturdays, Sundays and some holidays. Flexibility in work hours and days off is required. Depending on the season, this position may include working additional

night/weekend hours or days as needed.

**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 of their interactions with the public and with coworkers. This commitment helps to ensure that Plimoth’s reputation for excellence is maintained and that, as stewards of the Museum, we 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
- Compassionate Customer Engagement
- Professional Excellence
- Personal Accountability
- Advance a Culture of Philanthropy
- Teamwork

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Employee Signature

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Date