

Michigan City Job Description

Job Title: Heritage Interpreter (seasonal)

Department: Barker Mansion

Location: Michigan City, IN

Pay: \$12

Schedule: Up to 40 hours per week from May to August

To apply, send resume and cover letter to: Emily Reth, Director at ereth@emichigancity.com

To learn more: www.barkermansion.com

SUMMARY

Helps in the daily operation of the Barker Mansion, including leading tours; interprets the Barker family legacy within the context of Michigan City history to visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include the following; other duties may be assigned:

Conduct interpretive tours of the mansion.

Assist in the creation of specially-themed interpretive programs, tours, and events.

Conduct research about historical periods or Barker family events.

Assist with facility rentals for meetings, weddings, and recitals.

Answer telephone, greet visitors, and collect tour fees.

Have the ability to work a flexible schedule which may include evenings and will include weekends.

QUALIFICATIONS

To perform this job successfully, an individual must be able to work as a team member. Individual must have an interest in sharing history with the public and be able to educate all ages, ranging from preschoolers to senior citizens. Ideal applicant must exude professionalism in manner and dress.

EDUCATION and/or EXPERIENCE

Individual must hold a high school diploma or GED. Some college coursework is preferred. Involvement in the National Association for Interpretation is a plus, as is experience leading tours or educating people. One to two years of related experience and/or training; or equivalent combination of education and experience is preferred.

LANGUAGE SKILLS

Must be able to communicate in written and verbal language using proper English.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with area; climb or balance; stop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus. Specific physical demands include:

Walking up and down three flights of stairs multiple times per day.

Have the stamina to lead three, 1.5 hour interpretive tours in a row.

Traversing uneven surfaces.

Climbing ladders.

Must be able to stand, walk, sit and have corrective sight, speech and hearing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.