

Stratford Hall  
483 Great House Road  
Stratford, VA 22558

## JOB DESCRIPTION

Department: **Interpretation, Visitor Engagement & Education**

Position: **Museum Generalist**

Reports to: **Manager of Interpretation** Fair Labor Standards Act: **Non-exempt**

Term: **Part-time** Hours per week: **20 – 30**

### Position Objective:

Stratford Hall is seeking a dedicated Museum Generalist to join our organization. Responsible for providing quality visitor services to Museum guests; accurate presentation and interpretation of historical grounds, exhibitions, and leads tours of property; assists execution of educational programs (on and off site); other duties as necessary to assist the strategic plan and mission of Stratford Hall.

### Education and Qualifications:

- Bachelor's degree in a related field preferred
- Museum experience
- Proficient in Microsoft, Google/Chrome-based programs, Sales, and Rediscovery

### Skills and Specifications:

- Ability to lift, pull, and carry 25+ pounds.
- Ability to walk extended periods of time and distances.
- Maintain professional behavior with the ability to work with limited supervision.
- Ability to communicate effectively.
- Must have flexible availability, including weekends, holidays, and occasional evenings.

### Salary:

- \$10-12 an hour depending on experience and education.

Please submit a cover letter and resume to Dr. Kelley Fanto Deetz, Director of Programming, Education, and Visitor Engagement [kdeetz@stratfordhall.org](mailto:kdeetz@stratfordhall.org)

Version Dated: April 28, 2021
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STRATFORD HALL RESERVES THE RIGHT TO AMEND THIS JOB DESCRIPTION AT ANY TIME.