

Stratford Hall
483 Great House Road
Stratford, VA 22558

JOB DESCRIPTION

Department: **Education**
Position: **Visitor Services Associate**
Reports to: **Director of Collections & Visitor Engagement**

Fair Labor Standards Act: **Exempt** Term: **Part-time** Hours per week: **20-30 hours**

Job Description:

This is a part-time, 20-30 hours a week, Visitor Services Associate position, responsible for providing quality visitor services to our Museum guests; accurately present and interpret historical grounds, exhibitions, and give tours of the Great House, assist in the delivery of educational programs (on and off site), and other duties as necessary that align with the Museum's strategic plan and mission.

Museum experience and a Bachelor's degree in a related field preferred. Must be able to work some weekends, holidays, and occasional evenings.

Salary: \$10-13 an hour depending on experience and education.

Please submit a cover letter, names of two professional references, and a resume to Dr. Kelley Fanto Deetz, Director of Collections and Visitor Engagement: kdeetz@stratfordhall.org

General Statement of Duties

1. Work in the Visitor Center, Great House, Front Gate, and security as needed.
2. Support colleagues with school group activities and outreach programs as needed.
3. Work special events, weekends, and holidays when needed.
4. Additional assigned duties related to those stated above.

Version Dated: March 1, 2022

STRATFORD HALL RESERVES THE RIGHT TO AMEND THIS JOB DESCRIPTION AT ANY TIME.