



Hospitality Associate, Part-Time

Pay: \$14 - \$15 per hour

Position Summary: Stratford Hall Historic Preserve is seeking a dependable, detail-oriented, service-minded Hospitality Associate to support visitor experiences across events, lodging and retail operations. This part-time position plays a key role in ensuring visitors receive exceptional service across the organization. The ideal candidate enjoys collaborating with others, is adaptable to changing priorities, and is committed to providing exceptional hospitality in a historic and mission-driven site, Stratford Hall.

Key Responsibilities:

Lodging Reservations & Visitor Services:

- Answer inquiries regarding lodging accommodations and availability
- Process reservations, confirmations, and visitor communications
- Assist with visitor check-in and check-out procedures
- Coordinate with housekeeping and maintenance staff to ensure visitor readiness
- Respond promptly and professionally to visitor questions, requests and concerns

Gift Shop Operations:

- Operate the point-of-sale system and process retail transactions
- Assist visitors with merchandise selection and product information
- Restock inventory and maintain attractive merchandise displays
- Ensure the Gift Shop remains clean, organized and welcoming

Event Support:

- Assist with event set-up, execution and breakdown for public programs and private events
- Welcome visitors and provide event information and wayfinding assistance
- Support ticketing and visitor check-in processes
- Maintain event spaces to ensure visitor readiness appearance
- Assist staff with event logistics and visitor needs during events and programs

Physical Requirements:

- Ability to stand for extended periods, navigate uneven historic terrain, and lift/carry up to 25 pounds for store inventory and event support.

Desired Qualifications:

- Strong interpersonal and communication skills, with a welcoming, professional, and approachable demeanor.
- A collaborative mindset with the ability to work effectively within a team environment.
- Comfortable learning lodging reservation and point-of-sale systems.
- Flexible availability, including weekends, holidays, and occasional evenings.
- Previous experience in hospitality, retail, tourism, events or customer service preferred.

Schedule & Commitment: This is a part-time role with variable hours driven by seasonal visitor needs. Candidates can expect an average schedule of 15-25 hours per week with increased hours available during peak visitor and event season. This position reports to the Director of Business Operations.

Who we are:

Stratford Hall is a National Historic Landmark located in Westmoreland County, VA, nestled along the Potomac River. A publicly accessible museum and historic site for over ninety years and home to the only two brothers to have signed the Declaration

of Independence, Stratford Hall will leverage the upcoming 250 Anniversary of our nation to reintroduce our broad and diverse stories to our communities and stakeholders. A model of historic preservation and land conservation, Stratford Hall contributes actively to the Northern Neck community and encourages applications from strategic thinkers committed to joining this collaborative and dynamic leadership team as we implement transformative strategic and campus master plans for the 1,800-acre historic preserve.

What We Offer:

We are an Equal Opportunity Employer committed to creating an inclusive and collaborative culture among our staff, which we believe is critical to advancing our mission. Prospects interested in helping to ensure Stratford Hall remains relevant for future generations and in making a difference at our historic site, in our field, and to our community are encouraged to apply. For more information about our organization please visit www.stratfordhall.org.

Applications:

Applications are open until the position is filled. Please send a current CV or resume, [application form](#), and letter of interest to Director of Business Operations, Alex Carter, at acarter@stratfordhall.org.