JOB POSTING
MUSEUM AMBASSADOR – Wilmington Campus
(Part-Time)

Wage: $14.00/hour - $16.00/hour

General Purpose:
Under the direction of the Education & Visitor Services Manager, the part-time Museum Ambassador is responsible for facilitating engagement with Delaware Historical Society visitors, conducting educational programming and field trips, and ensuring a positive experience for all visitors to the Delaware History Museum and the Jane and Littleton Mitchell Center for African American Heritage. The Museum Ambassador is an integral member of a hard-working team comprised of full-time and part-time staff within the Delaware Historical Society. The Museum Ambassador shall demonstrate the ability to work effectively with a diverse population of guests, members, and staff and possess the ability to work both independently and as a team member.

Qualified applicants should have a desire to work with and around children, be comfortable speaking in front of groups of different sizes, have an interest in history and museums, and have a desire to work with a diverse constituency to strengthen visitors’ understanding of multiple historical perspectives.

Work Schedule:
• Museum hours: Wednesday – Saturday 12:00pm – 5:00pm.
• Variable hours: School programs are scheduled during the school week, Monday – Friday 8:30am – 4:00pm; some evening hours may be required.

Essential Functions:
• Conduct visitor services tasks such as opening and closing the Museum and gift shop, processing sales of tickets and merchandise, welcoming and directing visitors, and other related Reception duties
• Provide security for collections, and assist with keeping exhibits and public areas safe and presentable to the public
• Lead guided tours and present educational programming for visitors and school groups.
• Foster a welcoming environment that encourages visitor engagement.
• Serve as a representative of the Museum and Delaware Historical Society on outreach and community assignments.
• Contribute to the research, development, and implementation of all educational materials, resources, and programs
• Maintain visitor services and educational spaces, equipment, and supplies
• Assist in general Delaware Historical Society duties as directed.

Minimum Requirements
• A High School Diploma (bachelor’s degree preferred)
• Experience working with children and/or audiences of diverse ages, backgrounds, and abilities
• Comfort speaking in front of groups, answering questions clearly and directly, and expressing ideas effectively
• Effective interpersonal skills and ability to work as part of a team
• Interest in history (especially local history) and a willingness to learn and expand knowledge of Delaware history
• Basic knowledge of Microsoft Office Suite (i.e., Word, Excel, PowerPoint).

To apply: Send resume and cover letter to ebonagura@blackwellhr.com.

The Delaware Historical Society is an equal opportunity employer and prohibits discrimination and harassment of any kind. The Delaware Historical Society is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.