

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.