

<b>Job Title:</b>	Museum Ambassador – Wilmington Campus	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b> Education & Inspiration			
<b>Location:</b>	Wilmington, DE	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	\$14-\$16/ hour	<b>Position Type:</b>	Part-time
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	When filled
<b>Applications Accepted By:</b>			
<b>Email:</b> <a href="mailto:rfay@dehistory.org">rfay@dehistory.org</a>		Please include résumé, cover letter, and 3 professional references.	
<b>Subject Line:</b> Museum Ambassador			

### Role Overview:

The Delaware Historical Society is seeking a responsible, energetic, and organized individual to join our Wilmington Campus team as the **Museum Ambassador**. Reporting to 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 & Jane and Littleton Mitchell Center for African American Heritage. 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.

### Essential Functions and Responsibilities:

- Lead guided tours and present educational programming for visitors and school groups.
- Provide security for collections, and assist with keeping exhibits and public areas safe and presentable to the public
- 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 and Visitor Services 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).

### **Additional Notes**

#### **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.

#### **Physical Demands**

- Operate computer, smartboard, office machinery, point of sale system, copy machine and printer.
- Ability to lift and move large bins filled with education props and materials.
- Regularly maintain and clean areas visible to visitors (dusting, vacuuming, and sweeping of museum galleries and entryways).
- Must be able to maintain regular, punctual attendance onsite, including regular Saturday hours.
- Long, uninterrupted periods of time standing and walking.

### **About the Delaware Historical Society**

The Delaware Historical Society (DHS), founded in 1864, preserves, promotes, and shares Delaware's history in a welcoming environment to educate, inspire, and empower people and communities. DHS is an independent, non-profit, non-government historical society founded in 1864. It stewards nine historic buildings, eight of which are in Wilmington and straddle the 500 block of Market Street. The ninth is the George Read II House & Gardens in Historic New Castle, situated adjacent to the First State National Historical Park and overlooking the Delaware River. To learn more visit [www.dehistory.org](http://www.dehistory.org).