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| Job Title: | Museum Ambassador – Wilmington Campus | Job Category: | Non-Exempt |
| Department/Group: Education & Inspiration | | | |
| Location: | Wilmington, DE | Travel Required: | Minimal |
| Level/Salary Range: | \$15-\$17/ hour | Position Type: | Part-time, Variable |
| Will Train Applicant(s): | Yes | Posting Expires: | When filled |
| Applications Accepted By: | | | |
| Email: kdeveney@blackwellhr.com | | Please include résumé and cover letter. | |
| Subject Line: Museum Ambassador | | | |

Museum Ambassador, Delaware Historical Society Wilmington Campus (Part-Time)

Role Overview:

The Delaware Historical Society is seeking a responsible, energetic, and organized individual to join our Wilmington Campus team as a **Museum Ambassador**. Reporting to the Experience & Education Manager, the part-time Museum Ambassador is responsible for conducting educational programming and field trips, facilitating engagement with Delaware Historical Society visitors, 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.

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. Varies week to week depending on booked tours and programs.
- Some evening and Sunday hours may be required.

Main Functions and Responsibilities:

- 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.
- Attend scheduled training sessions.
- Maintain visitor services and educational spaces, equipment, and supplies.
- Assist in general Delaware Historical Society and Visitor Services duties as directed.

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.

Minimum Requirements

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

Work Environment

- Must be able to maintain regular, punctual attendance onsite, including regular Saturday hours.
- Long, uninterrupted periods of time standing and walking.
- 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).
- Operate computer, smartboard, office machinery, point of sale system, copy machine and printer.
- Some travel to schools, libraries, and other community organizations required.

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.