



Historic Interpreter Job Description

Job Title: Historic Interpreter

Job Type: Part Time Staff

Supervisor: Director of Operations; daily tasks may be assigned by the Curator of Collections

Job Purpose: To share with guests the mansion's history, early Nashville and Civil War history, and information about the museum collection and furnishings. To give guided museum tours of Belmont Mansion and assist with the mansion's daily operations including COVID-19 cleaning protocols.

Experience: Previous museum or similar experience preferred

Education: High school degree required; Bachelor's degree preferred

Working Conditions: Standing and walking while speaking for an hour or more without break; climbing stairs; adherence to professional dress code; wearing name tag required; adherence to the museum's and Belmont University's COVID-19 protocols

Knowledge, Skills and Abilities:

1. Interest in and basic knowledge of American History
2. Excellent verbal communication skills
3. Excellent interpersonal skills for working with other mansion staff and guests
4. Ability to be part of a positive team environment and strong commitment to customer service

Job Functions:

1. Ability to comprehend docent training materials and effectively communicate to guests the mansion's history, early Nashville and Civil War history, and information about the museum collection and furnishings. Training will be provided.
2. Giving guided tours to the mansion's guests as needed
3. Assisting with COVID-19 cleaning protocols
4. Answering the telephone and greeting guests at the front door
5. Ringing up cash register transactions for admissions and museum shop purchases
6. Participating in special events hosted at the mansion by providing logistical support as needed and appropriate
7. Helping to maintain museum shop inventory, participating in staff meetings and training sessions, helping with seasonal decorating, and other mansion activities as assigned
8. Other duties as assigned

Please direct any questions, your resume, and cover letter to mansioneducation@belmont.edu