POSITION DATA

JOB TITLE: Museum Interpretive Guide
DEPARTMENT: Museum
REPORTS TO: Interpretive Programs Manager
DATE: Rolling

POSITION OVERVIEW
The 9/11 Memorial Museum’s Interpretive Guide Program plays a key role in our educational mission. Interpretive guides lead artifact-based public tours to Museum visitors interested in learning about the World Trade Center, 9/11 and its precursors and aftermath, and the rebuilding of the site. In addition, they lead tours of the 9/11 Memorial. Intensive initial training will be provided by Museum staff.

ESSENTIAL FUNCTIONS
• Deliver tours centered on key artifacts throughout the Museum, discussing their background and relevance with Museum visitors and key stakeholders
• Deliver tours of the 9/11 Memorial
• Continually study the Museum’s collections, exhibitions, and content to ensure a thorough understanding of our institution, the World Trade Center, and the history surrounding 9/11
• Ensure that all content delivered to Memorial and Museum visitors is accurate
• Make other presentations on behalf of the Museum, as requested

QUALIFICATIONS/SKILLS REQUIREMENT
• College degree or equivalent required
• At least 3 years’ experience in education or related field working with diverse ages and audiences
• Knowledge of educational pedagogy, differentiated instruction, and best practices in museum education preferred
• Self-starter, takes initiative, works well independently
• Excellent communication skills
• Able to interact professionally and appropriately with staff, volunteers, and the public
• Command of a second language, including ASL, preferred
• Able to work weekends and evenings
• Ability to accept guidance, direction, and supervision; able to give feedback and share ideas appropriately and professionally
• Must adhere to a policy of strict confidentiality in terms of information regarding 9/11 victims, bid documents, security and life safety incidents, and labor relations

GENERAL INFORMATION
• Full-time and part-time positions
• Schedule involves a flexible work week, including weekends, evenings, and holidays
• Competitive salary
• Full benefits package for full-time positions

• This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
• The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
• This document is a communication tool and not intended as a written or implied contract of employment.
• I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

How to Apply
• Include job title in the email subject field
• Please state the location where job posting was seen
• Send cover letter and resume to 911mmeducationjobs@911memorial.org