

The Conococheague Institute
12995 Bain Road
Mercersburg, PA, 17236
(717) 328-2800



Conococheague Institute

Historical Warden and Programming Lead
Full-Time (32-40 hrs variable) Tues-Sat or Weds-Sun

Hourly Rate \$12-15 (depending on experience and education)

Overview: The **Historical Warden and Programming Lead** works to ensure that the cultural and environmental resources of the Conococheague Institute are enjoyed not only today, but for generations to come.

In an educational and interpretive capacity they will be responsible for planning, managing, maintaining, and interpreting the Historic Garden public display kitchen garden and any adjacent plantings, which represent plantings during the interpretive period of 1740 to 1821. This includes researching historically appropriate crops and developing and maintaining a garden plan. This is a public position and will be done in Period clothing to better offer a hands on 'living' experience. They will also interpret and work out of the Cabin and Tavern interpreting daily 18th Century Life through period appropriate crafts and skills

They are responsible for keeping CI in a safe and presentable state for public visitation (by regular Groundskeeping, Patrols, Cleaning and Maintenance), They must be passionate about what they do, ensure positive visitor experiences and carry out their duties as efficiently as possible

They will also be involved in designing and implementing site programs for schools and other community or social groups, Preparing exhibits and information materials, Research and Curatorial duties as required, and any other duties as assigned.

Essential Job Responsibilities

The Position is a multifaceted role, and so the responsibilities can be broken down into parts:

Historical Gardener

- Apply organic pesticides and fertilizers.
- Maintain garden through planting, watering, weeding, pruning, mulching, and other outdoors tasks as necessary.
- Research and create plans for historically appropriate crops.
- In conjunction with the Executive Director, develop and maintain a planting plan to balance considerations of historic interpretation, beauty, visitor experience, ease of maintenance, year-round interest, and food production.
- Work with other CI staff and volunteers to develop and run public programming, special tours, and workshops.

Historical Interpreter - Cabin/Tavern

- Cleaning and maintenance of the Cabins and items inside to present a clean display to the public
- Present Daily life Interpretation to Visitors
- Able or willing to learn Historic skills such as cooking, carpentry, sewing etc
- Stay active in down time by practicing Historical accurate crafts for CI's use

Education and Program Development

- Works with the Director to develop, produce, and analyze exhibition-related programming, educational materials, and didactics
- Provides information and assistance to the Director to develop communications and marketing materials and strategies regarding exhibitions and programs
- Contributes to Site publications and communication efforts as requested
- Provides information regarding exhibitions and programs for website and social media content
- Collaborates with the Director to prepare exhibition-related materials for public relations and marketing efforts
- Contributes to the development of communications and marketing strategies and materials to serve audiences and to enhance the Museum's image, identity, and donor prospects
- Research and Develop Virtual Programming Content
- Assist in Curatorial duties in ensuring CI's collections are well cared for

Site Safety and Presentation

- General Inspection of CI buildings and grounds on a regular basis to identify needed repairs and general maintenance
- Routine Cleaning of Structures (including) bathrooms to ensure positive Visitor experiences
- Maintaining site landscaping. Maintaining lawns, trees, shrubs, flowers, turf, etc
- Regular mowing and lawncare
- Weed Whacking and small engine tool jobs around grounds
- Maintains lawn equipment in working condition
- Trail maintenance
- Identify dangerous hazards and report them to Management

Visitor Services

- Greeting Guests to the Site in a warm and engaging manner
- Accepting payments for admissions and gift shop
- Answering phones, taking messages, passing on to Management
- Answering questions from museum guests
- General customer service
- Maintaining the cleanliness and appearance of the Visitor Center and bathrooms
- Preparing deposits
- Ensuring a balanced cash drawer and change box
- Staying current of CI's activities and informing guests of upcoming events and programs

Experience Requirements

- Excellent communication and customer service skills required.
- Previous experience working with children and/or in an education setting.
- Self Driven and able to work alone without constant guidance
- Must pass a background check.
- **Must be able to work outside in all weathers in Historic Clothes and be able to lift 40lbs**
- Self-motivate and be able to work independently and organize tasks.
- Learn the history of the site.
- Be comfortable interacting with the public and giving tours/demonstrations.
- Basic knowledge of facility maintenance
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Strong organizational and multi-tasking skills are strongly encouraged

Supervision: The **Historical Warden and Programming Lead** reports to the Executive Director but is expected to be aware of job objectives and responsibilities, be able to perform tasks without ongoing supervision and with the highest standards of integrity.