

## Sam Houston State University Human Resources

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### Staff Classification Description – Museum Historical Interpreter I

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**Skill Category:** Clerical

**Position (Employee) Class:** 5N304 (OC); 5N302 (NA)

**Grade:** 05

**Date:** 11/2014

**Department:** Sam Houston Memorial Museum

**Educational & Experience Requirement:** High School graduation or G.E.D. equivalent. Three years related experience in interpretation, public programming, living-history reenactments, or related relevant experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Interprets early Texas history, pioneer lifestyles, folk life, and frontier arts and crafts for several original and reconstructed historic structures to Museum visitors.

**Supervision Given & Received:** Works under general supervision and may supervise student employees.

**Primary Responsibilities:** Demonstrates pre-Civil War period skills and activities. Acts as guide for tours and scheduled groups. Conveys historical information to visitors through living-history interpretation, guides groups through historic structures, and answers questions. Responsible for extensive knowledge of Texas history. Interacts courteously and effectively with visitors, customers, and staff at all levels. Operates cash register as needed in Museum gift shop. Collects fees and other charges as required. Performs other related duties as assigned.

**Other Specifications:** Assumes responsibility for safety and security of groups. Must enjoy working with people, both individually and in larger groups. Historic clothing or costumes are a feature of Museum interpretation and are expected to be worn as needed. Must be able to work a flexible schedule which includes evenings, weekends, and holidays.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**