

Sam Houston State University Human Resources

Staff Classification Description – Museum Historical Interpreter II

Skill Category: Technical Para/Professional

Position (Employee) Class: 5N303 (N1)

Grade: 7

Date: 11/2014

Department: Sam Houston Memorial Museum

Educational & Experience Requirement: Associate of Arts Degree or equivalent two years college study (60 hours). Courses in history, anthropology, art history, natural history, education, or museum studies would be helpful. One year experience as a museum interpreter or in public programming or related experience is required. 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 assistants, volunteers, and docents (teacher or lecturer not on the regular faculty).

Primary Responsibilities: Provides both first-person and third-person interpretation. Conveys historical information to visitors through role-playing, living-history reenactments, and other techniques. Uses material culture artifacts and museum objects in a variety of public programs. Travels to schools and other venues as a demonstrator. Escorts scheduled groups of visitors through historic structures and Museum galleries. Responsible for extensive knowledge of early Texas history and general United States history. Assists with cataloging and registration of artifacts collection. Collects fees and other charges as required. Operates cash register as needed in Museum gift shop. Performs other related duties as assigned.

Other Specifications: Assumes responsibility for safety of groups. Requires familiarity with word processing, computers, audio-visual equipment, and general office equipment. Must enjoy working with people, both individually and in larger groups. Educational programming requires life skills demonstrations as assigned. Strong communication and interpersonal skills are necessary. 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 would include evenings, weekends, and holidays as needed. Exhibit in Rotunda and galleries of Memorial Museum building.

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.