



Volunteer Museum Educator Job Description

Time Frame: April through December, 2017

Paid Position: No

Hours: flexible, 4-16 hours per week, Monday through Friday

The Hudson River Maritime Museum (HRMM) in Kingston, NY is seeking active, outgoing, and friendly volunteers with a passion for history and informal teaching to serve as volunteer Museum Educators for tours, workshops, and activities for school field trips and family programs. Volunteers are especially needed for the peak field trip season, which lasts from mid-April to July.

As a Museum Educator, you are the main line of communication between the public (especially school children) and the history that HRMM conveys. You don't just give tours; you engage, ask questions, and teach students and the general public about the history of the Hudson River.

Museum Educators are vital to HRMM's mission of education and preservation. You will provide guided tours of the museum and the new Kingston Home Port and Education Center exhibits, as well as facilitate and lead activities and workshops for students. As volunteers, you give freely of your time to assist area students in learning more about the history of the Hudson River and have fun visiting the museum.

Requirements

The ideal volunteer Museum Educator will have had past experience working with children, an interest in regional and local history, be comfortable speaking in front of the public, and have a flexible, open schedule.

A teaching degree and/or prior teaching experience is a plus, but not required. You should be able to work alone or together with other tour leaders should the need arise.

You should have an academic interest or background in historical study and be able to convey information in an approachable and easily understood manner.

Adult and school tours are scheduled Monday through Friday, between 9 am and 5 pm. Tours generally last between 2-4 hours, depending on the group (school groups have longer tours).

Please have at least one day per week available for tours. Tours are reservation-only and therefore there may not be a regular weekly schedule of tours, depending upon the days you are available.

Working with children ranging in age from first grade to high school is a part of this volunteer position, so please do not apply if you are only interested in working with adults.

Responsibilities

You are responsible for learning the historical content and following any instructions related to tour structure and/or theme.

Although scheduling is flexible, you are expected to show up for scheduled school and group tours at least 15 minutes prior to the scheduled arrival time of the group. Advance written notice is required for cancellations.

You are also responsible for the safety of children on tours and the safety of museum artifacts. Museum Educators report directly to the Education Director.

You are not responsible for handling money or addressing concerns from the public not related to tours.

Training

Full training is provided by the Education Director, including training on historical topics as well as tips for giving tours, engaging the public, and historical interpretation for groups of all ages. Tours are based on academic historical research, including primary sources, and training will reflect that.

You must attend at least two training sessions (introduction and in-depth) at the museum to qualify for tours. Practicing tours is also an option for those who feel they need it.

To Apply

Please go to www.hrmm.org/volunteer to download an application form or apply online, or pick one up from the museum (winter hours are 10 am to 4 pm, Monday through Friday).

E-mail your completed form (a Microsoft Word Document) to: volunteer@hrmm.org

OR

Apply online at www.hrmm.org/volunteer

OR

Mail or return in person to:

Hudson River Maritime Museum
50 Rondout Landing
Kingston, NY 12401

About HRMM

The Hudson River Maritime Museum is a 501(c)3 non-profit organization dedicated to the interpretation and preservation of the maritime heritage of the Hudson River, its tributaries, and related industries. For more information, visit www.hrmm.org.