



MORVEN PARK

PART-TIME MUSEUM INTERPRETER

Applications are being accepted for a PART-TIME MUSEUM INTERPRETER position with the Preservation & History department at Morven Park in Leesburg, Virginia. The Part-Time Museum Interpreter will be required to work in the Davis Mansion and Winmill Carriage Museum 2-4 weekend days per month, starting in March.

Morven Park, a 1,000 acre historic estate in Leesburg, VA, is home to three museums, a renowned equestrian center, 20 acres of athletic fields, formal gardens, and miles of trails. Owned and operated by the Westmoreland Davis Memorial Foundation, Inc, a 501(c)3 organization, Morven Park welcomes over 250,000 visitors each year.

Morven Park's Preservation & History department operates the three museums on site: the iconic Greek Revival Davis Mansion, the Winmill Carriage Museum and the Museum of Hounds & Hunting in North America.

Essential Duties & Responsibilities:

- Open and close the museums during the posted hours.
- Sell tour tickets, memberships, and gift shop items.
- Lead visitors on a guided 45-minute tour through the Davis Mansion.
- Greet visitors to the Winmill Carriage Museum and make sure they have a safe and informative visit.
- Facilitate a welcoming and engaging experience for museum visitors.
- Complete light cleaning as required to ensure a safe and clean environment for visitors.
- Perform light clerical duties as necessary.

Knowledge, Skills and Abilities Required:

- Excellent public speaking and presentation skills.
- Desire and ability to work with visitors of all ages and backgrounds.
- Strong customer service skills.
- Knowledge of early 20th century Virginia history a plus but not required.

Training & Experience:

- Previous experience in the field of history, museums, or teaching will be helpful but are not required.
- Training on the historic period, tour information, museum collection and the gift shop sales system will be provided.

Physical Demands:

- Frequent sitting, standing, climbing stairs and walking for extended periods.

Applications: Submit brief cover letter, resume and references to Employment@MorvenPark.org.