

history / san josé

POSITION DESCRIPTION **PROGRAM INTERPRETER**

About the Position

Are you an engaging storyteller with a passion for history? Do you have a thirst for knowledge and a flair for interacting with school children and museum audiences of all ages?

If so, you may be eligible to join our dedicated and lively team of program interpreters. The primary responsibilities of the Program Interpreter are to assist in preparing and presenting hands-on, interactive school programs at History Park (Kelley Park, San Jose) and the Peralta Adobe-Fallon House Historic Site (downtown San Jose). The Program Interpreter is responsible for delivering inquiry-based interpretive programs for 2nd-6th graders that encourage meaningful connections with the past, as well as planning and participating in hands-on history family programs occurring on select weekends.

About History San José

History San José is the largest regional history museum in Northern California and manages 31 historic structures at two locations: History Park and the Peralta Adobe—Fallon House Historic Sites. Our passion is to preserve and celebrate Santa Clara Valley's dynamic history by: creating exhibitions featuring our collections; engaging the community in fun, hands-on programs and events; and, offering award-winning school programs—that align with and support the Common Core State Standards and new College, Career, and Civic Life (C3) Framework for Social Studies—for over 24,000 students and their teachers each year. Topics addressed in our school programs include: immigration, the westward movement, and the rancho era.

Tasks

- Lead and facilitate interpretive experiences for school kids ranging in age from 2nd-6th grade.
- Prepare materials for each presentation and assist with set-up and clean-up of supplies.
- Attend a series of trainings and regular team meetings to learn about teaching in a museum setting and techniques used at History San José.
- Participate in guided research and ongoing study about the history and cultural context of the site as well as best interpretive practices.
- Participate in Hands-on History public programs that occur on weekends throughout the year.

Requirements

Knowledge, Abilities, and Skills

We are looking for candidates who:

- are friendly, active listeners with excellent public speaking skills and who demonstrate the ability to initiate conversations with guests: anticipating their needs, questions and problems.
- believe in a student-centered approach to learning and effectively using primary and secondary source information, objects, and a variety of presentation techniques to meet the needs of diverse audiences;
- are respectful of all visitors and able to provide exceptional customer service;
- are professional and team-oriented;
- are self-reflective and eager to continuously improve their skills;
- are reliable and committed to their position, their site team and the mission of the institution;
- have a teaching, museum, customer service, and/or theater background;
- are in good physical condition, able to lift up to 25 pounds, stand for long periods of time, and work outdoors in all kinds of weather, and
- have a sense of humor and an ability to adapt to a changing work environment.

Education and Experience

- At least one year of college and at least two years working experience, preferably working with children. Special interest in history, education, museum studies or a related field preferred.
- Fluent in one or more non-English languages; Spanish and/or Vietnamese would be particularly valuable.

Hours, Salary & Benefits

- Classification: Non-exempt, part-time employee; 8 – 22 hours per week
- Part-time, weekday mornings (8:30a.m. to 1:00p.m.); and some weekends
- Hourly rate: \$14.00 per hour
- Benefits in accord with HSJ Personnel Policies

How to Apply

Interested candidates should submit their resume and cover letter to:

bjohnson@historysanjose.org