



**Position:** Fire Barn Interpreter

**Department:** Programming Department

**Location:** Historic Sites

**Start/End Date:** April through October (During the Historic Sites Open Season)

***This is an Unpaid Interpreter Position***

**About the Fire Barn Museum:**

The Fire Barn Museum is a replica 1880s Hose Company that features a collection of historic firefighting apparatus. The Fire Barn also serves as a living memorial to the brave men and women who have served as Muskegon County firefighters.

**Duties:** This position engages visitors by working as an interpreter (docent or guide) at the Fire Barn Museum. Provides visitors with information by answering questions of the public at the Fire Barn to a variety of groups including schools, families, and group tours.

**Work Schedule:** Interpretive Staff Members will be trained to work at seasonally at the Fire Barn Museum. This volunteer position is required to attend annual spring training each April. Schedule of possible dates to work goes out to all volunteers a month in advance and are first come first serve availability. Volunteer shifts are scheduled in 3-4 hour block, depending on the day and planned visits at the Fire Barn Museum.

**Responsibilities:**

1. Puts visitors first by treating them as respected guests and serving their needs.
2. Become familiar with the historic sites of the LMC and materials presented in trainings as well as present accurate information from the interpretation manual provided to you.
3. Assist with special programming and events.
4. Monitor the safety of the sites and their visitors

**Requirements:**

1. Must have strong public speaking skills, a "visitor first" attitude, flexibility and be enthusiastic.
2. Must have demonstrated experience working with the public.
3. Must be able to walk up and down stairs and be able to stand for long periods of time.
4. Must work well in a dynamic, changing environment and be able to be flexible and adaptable to using different interpretation styles to meet the needs of visitors.
5. Must successfully complete an interview and pass a criminal background check to be considered
6. Must attend Historic Sites Orientation on April 30<sup>th</sup> and a general orientation before first day of work.

**Supervision:** The Fire Barn interpreter will be supervised by the Historic Sites Program Manager.

**To Apply:** Please submit application to the Volunteer Manager: Gwen Adams at [gwen@lakeshoremuseum.org](mailto:gwen@lakeshoremuseum.org) or via mail to Lakeshore Museum Center, Attn: Volunteer Manager, 430 W. Clay Ave, Muskegon, MI 49440.

