THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING
COMMISSION
invites applications for the position of:
Museum Out-Reach Coordinator - Seasonal

An Equal Opportunity Employer

SALARY: $16.25 Hourly

OPENING DATE: 05/11/22

CLOSING DATE: Continuous

DESCRIPTION:
Marietta House Museum is seeking an enthusiastic and creative individual to fill the part-time Museum Out-Reach Coordinator position. The position reports to the historic house manager. This front-facing position will manage the museum entrance admissions area, lead tours, and manage the museum's school and educational out-reach programs. The Museum Out-Reach Coordinator is responsible for providing a welcoming and engaging experience for visitors to the museum.

ABOUT THE MUSEUM:
Marietta House Museum was the tobacco plantation of U.S. Supreme Court Associate Justice Gabriel Duvall in Prince George's County, Maryland. The two-and-half-story Federal-style brick mansion, completed in 1813, stood in front of a row of outbuildings where multiple generations of enslaved individuals lived, including Thomas and Sarah Butler and their family. As early as the late seventeenth century, the lands comprising this site witnessed the enslavement of Africans and African Americans until Emancipation in 1865. Named to honor Gabriel Duvall's first wife, Mary Bryce Duvall, Marietta included slave dwellings, stables, a carriage house, law office, root cellar, wash house, ash house, and other outbuildings. Today, Marietta House is situated on 26 acres of lawn and wooded areas.

Marietta House Museum is dedicated to exploring, elevating, and transforming awareness of the interconnected relationships of the people and their descendants who lived and labored at Marietta. As a public history steward, Marietta is committed to co-curating discussions, exhibitions, and programs with broad community input to promote universal social equity. Marietta interprets the historical architecture and landscape across Prince George's County, Maryland, through inclusive American history.

Our Strategic Pillars:
• Pillar 1: Enhance the Visitor Experience: Quality & Quantity
• Pillar 2: Leave a Legacy: Transforming Education through Advocacy
• Pillar 3: Strengthen Inclusivity, Diversity and Belonging
• Pillar 4: Act with Integrity, Respect and Trust

EXAMPLES OF IMPORTANT DUTIES:
• Handle day-to-day operations of the museum front desk and lead tours.
• Manage Listening Room Gallery
• Develop and manage annual Teachers' Institute
• Develop, schedule, and implement school field trips to Marietta House Museum
• Develop and execute community out-reach programs
• Assist staff with public programs and events
• Other duties as assigned

MINIMUM QUALIFICATIONS:
Two years of experience in skill area or specific education and training in skill area which is equal to the experience level requirement; or college student with a specialization in specific skills area; ability to demonstrate and perform in skill area.

PREFERRED QUALIFICATIONS:
• Bachelor's Degree in museum studies, African American history, African American studies, women studies, LGBTQI history, public history, history, education, or related field.
• Excellent writing and public speaking skills and a minimum of 1 year experience in museum education, public history, or classroom teaching.
• A minimum of 1 year of experience working with youth ages 5-17
• Valid driver's license; must be able to drive
• Must be available to work on-site at least 20 hours a week and a maximum of 30 hours a week, and be willing to work some weekends and some holidays.
• Bilingual English / Spanish candidates are encouraged to apply.

SUPPLEMENTAL INFORMATION:
• A complete background investigation will be completed prior to hire.
• This position does not provide benefits.
• Person hired for this position must provide proof of being fully vaccinated for COVID-19 (with limited religious or medical exceptions)
• The Maryland-National Capital Park and Planning Commission (M-NCPDC) is an Equal Opportunity Employer. We celebrate a workplace culture of diversity, equity and inclusion without discrimination or harassment on the basis of race, color, religion, sex, age, national origin, sexual orientation, marital status, disability, genetic information, gender identity, or any other non-merit factor

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Person(s) hired for this position must provide proof of being fully vaccinated for COVID-19 (with limited religious or medical exceptions).

APPLICATIONS MAY BE FILED ONLINE AT:  MUSEUM OUT-REACH COORDINATOR - SEASONAL
https://www.mncpdc.org/jobs
WE

OUR OFFICE IS LOCATED AT:
7613 Walker Drive
Suite 425
Greenbelt, MD 20770
301-454-1411
RecruitMD@mdcog.org

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