

Museum Ambassador

Job Description

Position Description

The Edmonds Historical Museum is the public trust institution for Edmonds and the surrounding south Snohomish county area. Incorporated in 1973, the Museum's collection consists of artifacts, archives and photographs spanning the 1800s to present day which tell story of the area's beginning and transformation. The Museum displays its collection in the restored 1910 Carnegie Library building which is owned and maintained by the City of Edmonds. The public is invited to explore rotating and permanent exhibits Wednesday through Sunday during open hours. **Museum Ambassadors are the face of the Edmonds Historical Museum by greeting and interacting with visitors while supporting the Museum's mission and sharing the history of this community.**

Role of Museum Ambassador

- Provide a welcoming atmosphere to visitors
- Serve as interpreters and educators of the Museum's exhibits
- Be the face, eyes and ears of the museum and its staff

Responsibilities

(Include, but not limited to)

- Greet and welcome visitors
- Provide information to visitors and answer visitor questions
- Enhance the museum experience
- Keep informed about changes to exhibits
- Ensure museum materials are properly maintained
- Skillfully interact with diverse visitors
- Occasionally assist with scheduled tours outside regular museum hours
- Actively strive to objectively provide interpretation of exhibits, while being sensitive of visitor differences (learning style, cultural background, age level and needs)
- Maintain a clean exhibit and reception area

Ambassador Characteristics & Qualifications

- Love for and excitement of learning and teaching
- Attention to detail and accuracy
- Comfortable in public speaking
- Desire to learn about Edmonds and south Snohomish county history
- Reliable and punctual
- Outgoing and enthusiastic
- Able to work independently
- An attitude of tolerance and acceptance of all visitors
- Patience with a wide variety of visitors

Time Commitment

At least two 3-hour shifts per month – but, more is welcome!

Training and Orientation

The Volunteer Manager trains and supervises all Museum Ambassadors. Previous knowledge of Edmonds history is **NOT** required, but a willingness to learn and a fun attitude is a must!