

Weekend Museum Block Manager (part-time), Old Alabama Town

The **Weekend Museum Block Manager** is a professional position involving responsibilities for the management, security, visitor relations, and interpretation of Old Alabama Town. This position will report to the Museum Block Supervisor.

RESPONSIBILITIES:

Unlocks and locks Museum Buildings

Oversees security of the buildings during operational hours

Reports any operational or maintenance problems to the proper staff

Oversees security of the Ordeman House Complex including locking and unlocking

Greets all incoming visitors into the Block

Interprets Lucas Tavern and/or Rose House to visitors as well as overview of Museum buildings

Directs visitors to other parts of the site and other attractions

Participates in marketing opportunities promoting Old Alabama Town

Performs daily, weekly, monthly housekeeping tasks as outlined in Housekeeping Schedule

KNOWLEDGE, SKILLS, AND ABILITIES:

Skilled at verbal communications with visitors, staff, volunteers, and community

Ability to interpret historical collections and to communicate knowledge relevant to the collections in a manner that is understandable to the general public

Knowledge of and/or ability to learn about early settlement of frontier Alabama

Knowledge of and/or ability to learn about various types of Alabama architecture

Knowledge of basic museum practices and curatorial methods including the techniques of collecting, preserving, and exhibiting artifacts

Knowledge of collecting ethics and legal regulations relating to historic collections

Knowledge of forces affecting historical collections including physical, chemical, and biological challenges

Ability to cooperate fully with other staff, volunteers, and visitors

Ability to be available (upon reasonable request) for special events and after-hours activities

Skilled at basic housekeeping techniques and basic carpentry repairs

Ability to be punctual for working hours

Work schedule is on a rotation basis and is for at least two (2) Saturdays per month