

## POSITION DESCRIPTION

### INTERPRETATION MANAGER

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<b>EMPLOYEE:</b>	<b>OPEN</b>	<b>JOB CODE:</b> 19.1031.03 (1.2)
<b>FLSA STATUS:</b>	Exempt	<b>POSITION GRADE:</b> 19
<b>DIVISION:</b>	Interpretation	<b>LOCATION:</b> MYCO
<b>REPORTS TO:</b>	Deputy Director for Interpretation	
<b>PREPARED BY:</b>	Nancy Crane	<b>DATE:</b> January 3, 2007
<b>APPROVED BY:</b>	Owen Glendening	<b>DATE:</b> May 26, 2009

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**SUMMARY:** Under limited supervision of the CHM Deputy Director for Interpretation, the Interpretation Manager develops, delivers, and evaluates engaging thematic interpretive experiences across the CHM system of museums (Historic Brattonsville, Museum of York County, and an environmental history museum being developed on the Catawba River) for the full range of the museum's audiences. The Interpretation Manager builds and leads the interpretive team of staff and volunteers and is responsible for their training, scheduling, observation and evaluation.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Duties include but are not limited to:**

1. In coordination with other members of the interpretive team, the Interpretation Manager implements thematic interpretive learning experiences designed to meet a variety of ages, learning styles and diverse needs at CHM sites.
2. Schedules interpretive staff and volunteers ensuring coverage at all sites to provide visitors with a high quality experience.
3. Gives priority to developing and delivering quality interpretive experience for the walk in visitor and school groups (in conjunction with the appropriate audience and content specialists) including, but not limited to, development of interpretive themes, outlines, scripts, techniques, discovery carts, etc.
4. Incumbent delivers/teaches interpretive experiences and programs directly and directs the same through others. Interpretive experiences include, but are not limited to school programs, in-gallery tours, museum theater, costumed living history, environmental education/science, and cultural history.

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5. Trains and evaluates interpretive staff using the National Association for Interpretation's certification and training standard.
  6. Applies best practices to program delivery and strives to discover and apply new strategies and techniques to keep interpretative experiences fresh and exciting.
  7. In coordination with program specialists, observes, directs, evaluates and makes recommendations for improving interpretation by staff and volunteers to improve the overall effectiveness and impact of the interpretive programs.
  8. Incumbent will be cross-trained in planetarium operations to provide back-up support as needed.
  9. Frequent weekend and evening work required to coincide with peak audience visitation.
  10. Performs other duties as required within the scope of responsibility.
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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelors degree from accredited college or university required. Master's degree preferred. Successful prior experience as an interpreter working in an informal educational setting such as a museum, historic site, nature center, or park required. A minimum of 3-5 years supervisory experience required. Experience managing and scheduling volunteers, seasonal and full-time and part-time employees essential.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

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**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid driver's license. National Association of Interpretation (NAI) certification as a Certified Interpretive Guide (CIG) is preferred or successful candidate should attain certification within the first year.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment is usually moderate.

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**DISCLAIMER:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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Employee's Signature

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Date

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Supervisor's Signature

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Date