Indigenous Program Associates

Plimoth Patuxet Museums seeks creative, outgoing, members of Indigenous communities who are interested in sharing knowledge and fostering public understanding of the history, heritage culture and lifeways of Indigenous communities of the Northeast. The focus is on the 17th-century, but also includes pre-contact as well as history and culture beyond the 17th century. The Indigenous Program Associate (IPA) provides information and leads programs onsite and online for the Museum’s guests. Speaking from a modern perspective, the IPA gives timed, scheduled programs, talks and tours. The goal is to deliver a high quality, engaging, interactive and educational experience to guests. With a new Indigenous program building set to break ground in the coming months, we are seeking people who are inspired by the idea of helping to shape the future of the Museum’s Indigenous programs and exhibits.

REQUIRED SKILLS:
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.

- Ability to speak with expertise on matters relating to Indigenous culture and communities.
- Knowledge of making traditional Indigenous crafts (for example, house-construction, baskets, pottery, clothing, etc.) is helpful, but not required.
- Fluent in English; effective and engaging communication skills. Able to speak clearly and informatively and comfortable presenting information to guests of all ages and abilities including K-12 students, university students, families, and tourist groups. Excellent conversational skills with a knack for storytelling.
- Being comfortable greeting and leading group tours and working with guests is essential as well as being comfortable having conversations with a diverse audience of various nationalities and cultural, ethnic, political, social and religious backgrounds.
- Imperturbability and patience are helpful traits. Must be able to maintain a professional composure and appearance at all times. Experience in customer service and/or education is preferred but not required.
- Reliability, dependability and punctuality. Demonstrated ability to make decisions that put safety first at all times; can-do attitude
- Ability to work independently, without direct supervision as well as part of a team.
- Skilled at using Google Suite, Zoom and other computer applications
- Ability to wear and communicate using wearable voice amplification
- Must be able to read and understand a variety of historical and educational sources.
- Ability to respect and appreciate the cultural richness, beliefs and diversity we represent.
- We are open 7 days a week, so some flexibility with your schedule is helpful. Must be able to work Saturday or Sunday (being able to work both weekend days is a plus). Some holidays and evenings may be required (depending on the time of the year and operating hours of the Museum).

EDUCATION and EXPERIENCE:
- A high school diploma or equivalent required.
- BA/BS in a related field such as Indigenous Studies, Education or History is preferred.
- Interest in and at least two years of experience working with the public in some capacity is essential.
• Experience working with children in a professional educational setting (school or club, etc.) is strongly preferred.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires indoor and outdoor work, sometimes in adverse climatic conditions (rainy, cold, or hot and humid). Duties may include working sitting, standing, bent over or kneeling; may involve some lifting and moving of objects; standing for extended periods; climbing stairs. Must be able to lift up to 20 pounds.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The workplace is not always climate controlled. This position requires outdoor work in a variety of weather conditions. Work may be performed in dusty and smoky environments; in dimly lit areas; near open fires. The noise level in the workplace varies from quiet to loud.