



Job Title: Museum Interpreter I and II
Reports to: Education Director
Job Terms: Non-Exempt, Up to 35 hours/week, August-October
Updated: July 2026

Interpretation is “an educational activity which aims to reveal meaning and relationships through the use of original objects, by firsthand experience, and by illustrative media, rather than simply to communicate factual information.” (*Interpreting Our Heritage*, Tilden)

The Penobscot Marine Museum seeks individuals with an interest in history, education, and/or sailing to work as members of our interpretive staff on our 3-acre museum campus. These positions are seasonal (May-October), with employment typically 2-4 days per week. Shifts are 6 to 7 hours long. Training is provided. Qualified candidates will demonstrate strong communication skills and be comfortable speaking in a one-on-one or group setting. Being a team player and engaging with the public, including children, are essential qualities. **Within the interpretive staff, there are distinct positions. Interpreter I staff will rotate through all positions, including regularly staffing the museum store and leading group visits. Interpreter II staff will primarily staff buildings and assist during group visits.** Duties include but are not limited to the following:

- Engaging with visitors
 - Welcoming visitors to an exhibit and giving them an introduction about what to expect
 - Checking for admission stickers and tactfully referring visitors to admissions if needed
 - Learning written guided tours and leading scheduled guided tours of the campus or exhibits
 - Answering visitor questions
 - Being knowledgeable about and able to refer visitors to the correct exhibit buildings in the museum, museum staff, and daily and upcoming activities, programs, and events
 - Walking through the exhibit on a regular basis to check on visitors and monitor artifact safety
 - Leading groups of children (scouts, field trips, etc.) or adults through exhibits
 - Assisting or leading children’s crafts or programs
- Contributing to a positive, safe, and tidy work environment
 - Working as part of a team and staffing buildings/giving presentations solo.
 - Responding to security and/or safety concerns
- Performing housekeeping in buildings and grounds, including cleaning, sweeping, vacuuming, dusting, raking, and more as assigned
 - On low-visitation days, housekeeping can take a majority of the day
- Becoming familiar with the museum’s campus and activities
 - Attending all training sessions at the beginning of the season and additional training as needed
 - Attending daily front-line staff meetings on scheduled work days
 - Becoming familiar with the artifacts in the exhibits
- During time when there are no visitors in the exhibit
 - Keeping alert and welcoming
 - Studying materials related to the exhibit and the Museum
 - Conducting inventories of artifacts in the exhibits
 - Prepping craft materials for museum activities
 - Conducting light gardening
 - Other tasks as assigned

Additional duties may include:

- Covering for other interpreters during breaks and busy times
- Covering the museum store, including selling admissions, store sales, and answering the phone
- Conducting research
- Developing talks or tours on specific exhibits or artifacts
- Work weekends and occasional evenings, as scheduled
- Other duties as assigned

Interpreter I duties:

- Regularly staff the museum store
- Regularly greet and give introductions for large groups

During each shift, all interpreters will rotate between staffing buildings and leading activities such as tours, children's crafts, and demonstrations.

Hours

- Position is seasonal (May-October), with employment typically 2-4 days per week
- Shifts are: Tuesday-Saturday: 9:30am-4pm, 9:30am-4:30pm, or 9:30am-5pm. Additional hours may be available during school field trips and special events.
- The position is flexible within the following parameters:
 - During the busy season, interpreters must be regularly scheduled at minimum 2 days each week. (Interpreter II staff can work one day/week)
 - During the rest of the season, interpreters must be scheduled at least one day each week
- Interpreters with outside responsibilities that limit their work hours (such as a full-time job or school) may start their PMM season late and end their season early

Wages and Benefits

- Interpreter I - \$16.35/hour paid biweekly, Interpreter 2 - \$16.10/hour paid biweekly
- Accrued Maine Earned Paid Leave – 1 hour for every 40 hours worked
- Family membership benefits to the Penobscot Marine Museum
 - Option to pay \$75 for the premium membership which includes reciprocal membership for CAMM and NARM
- Free admission to speaker series programs and other programming
- 20% off in the gift shop

Qualifications

- Strong communication skills
- Comfortable speaking in a one-on-one or group setting
- Team player
- Ability to engage with the public, including children
- Retail experience preferred for Interpreter I position

Please submit a letter indicating why you are interested in this position, resume, and list of three references to Jeana Ganskop at jganskop@pmm-maine.org. Open until filled for the 2026 season.