

Host/ Hostess Position Description

Title: Host or Hostess

Function: greets visitors of the Noah Webster House and orients them to the museum prior to their tour with the historical interpreter

Responsible to: Coordinator of Public Programs

Primary responsibilities:

- readies the house for visitors by putting out the flag and sign, turns on lights and prepares guest book
- on weekends, answers the gift shop phone
- greets visitors; collects admission money
- assists with museum shop sales; records daily attendance
- coordinates with historical interpreter to ensure visitor tours run smoothly
- operates orientation video
- schedules work shifts one month in advance, reports for duty as scheduled, and communicates with staff member on duty if unable to work shift.

Other responsibilities many include:

- helping with museum mailing and other jobs during shift, if desired

Qualifications: enjoy working with people, ability to learn to use cash register

Time required: flexible schedule; museum is open from Thursday to Monday

Hosts/Hostesses serve in three-hour shifts.

- Thursday, Friday, Saturday, Sunday and Monday from 1-4 p.m.
- The museum is always closed on Tuesdays and Wednesdays, major holidays and the first five weekdays of January.

Training: On-going training sessions as needed.

Historical Interpreter Position Description

Title: Historical Interpreter (Docent or Tour Guide)

Function: interprets the daily lives of eighteenth-century Americans, the life of Noah Webster, and the history of West Hartford using conversation, demonstration and hands-on activities.

Responsible to: Coordinator of Public Programs

Primary responsibilities:

- provides accurate tours of the Noah Webster House in period clothing

- schedules for work shifts one month in advance
- reports for duty as scheduled
- communicates with staff member on duty if unable to work shift
- attends training sessions and continuing education sessions

Other responsibilities many include:

- helping with museum mailing and other jobs during shift, if desired

Qualifications: enjoy working with people; love learning about history and sharing with others. Must be able to complete training. Public speaking ability, or willingness to improve ability.

Time required: flexible schedule; all shifts available including weekends. Museum is open from Thursday to Monday. Historical interpreters serve in three-hour shifts.

- Thursday, Friday, Saturday, Sunday and Monday from 1-4 p.m.
- The museum is always closed on Tuesdays and Wednesdays, major holidays and the first five weekdays of January.

Training: extensive training will provide interpreters with basic information needed to give tours of the house. Subsequent sessions will build on specific area of knowledge and hand skills (such as spinning, weaving and open-hearth cooking).

Benefits: GHAHMH card provides free admission to selected area sites; invitation to volunteer parties and trips; use of museum library and microfilm collection; 10% discount in museum shop; free or reduced admission to Noah Webster House programs

Specialty Volunteer Position Description

Title: Specialty Volunteer

Function: works on a wide variety of special events and programs on an “as needed” basis.

Responsible to: Staff member directing the activity.

Primary responsibilities: generally dependent on interest of volunteer

- **Gardening-** Join in caring for the Noah Webster House teaching garden.
- **Research-** Conduct research for use in educational material, West Hartford Hauntings, and exhibits.
- **Sewing-** Make and repair costumes.
- **Baking-** Help with special events at the museum by providing goodies to eat.
- **Office Work-** Answer phones, work on mailings, filing, copying, and collating.
- **Special Events-** Assist in any number of ways with events like West Hartford Hauntings, Noah’s birthday, Tavern Nights, and exhibit openings and programs.
- **Archive Assistant-** Assist archivist in researching, cataloging and preserving the documents in the West Hartford Historical Society collection.

Qualifications: enjoy working with people; love learning about history and sharing with others.

Time required: flexible schedule on an “as needed” basis.

Training: Training will be provided on a project-by-project basis. Extensive training in the fall will provide trainees with basic information about colonial life and Noah Webster. Training is optional but highly recommended.

Benefits: GHAHMH card provides free admission to selected area sites; invitation to volunteer parties and trips; use of museum library and microfilm collection; 10% discount in museum shop; free or reduced admission to Noah Webster House programs