

*A Lincoln*

PRESIDENT LINCOLN'S COTTAGE  
AT THE SOLDIERS' HOME

**Historical Interpreter  
Position Description**

President Lincoln's Cottage, located 3 miles from the Capitol in Washington, D.C., served as Lincoln's family residence for a quarter of his presidency and is the most significant historic site directly associated with Lincoln's presidency aside from the White House. President Lincoln's Cottage seeks enthusiastic candidates for the position of Historical Interpreter to interpret the history of President Lincoln and his time at the Soldier's Home, placing the activities and events that occurred here in the broader context of the Civil War and exploring many of the wartime ideas developed by Lincoln at his country retreat. Historical Interpreters will also serve as informed, friendly ambassadors for the National Trust for Historic Preservation.

**Duties:**

- Lead educational, multi-media tours and school programs of President Lincoln's Cottage to a diverse audience of up to twenty visitors per tour.
- Utilize active teaching techniques and media to respond to a variety of audience learning styles, age levels, and knowledge.
- Facilitate *Lincoln's Toughest Decisions* interactive media programs.
- Provide a high level of customer service and a seamless visitor experience to all.
- Welcome the public, check-in visitors, answer questions, and direct visitors to facilities, exhibits, and other site opportunities.
- Assist in providing security for the site, buildings, and exhibits to ensure the safety of the visiting public, responding calmly and professionally to emergencies.
- Attend interpreter meetings and actively participate in training programs and other opportunities to expand site knowledge and strengthen interpretive skills.
- Update or modify tours as new or relevant information is approved by the Education Coordinator.
- Assist in the museum shop or with general education and site outreach tasks when not giving tours, including, but not limited to answering phones, assisting with sales, research, and writing.
- Participate in ongoing evaluation of the site's programs and tour offerings.
- Perform other duties as assigned.

**Required Skills and Abilities**

- Excellent speaking skills, especially the ability of succinct expression
- Friendly attitude towards visitors and staff and ability to work as a member of a team
- Sustained intellectual curiosity in Lincoln and the history and culture relevant to his period
- Excellent interpersonal and communication skills, strong research and writing skills, and an ability to work with groups of all ages
- Ability to comfortably and seamlessly use technology as an interpretive tool
- Ability to stand for periods up to 1 hour, multiple times per day
- Ability to work inside and outside in all weather conditions
- Ability to speak at an acceptable volume for up to 4, 1-hour tours a day

**Salary/Commitment**

\$12/hr.; minimum weekly commitment - 12 hours; ability to work some weekend days each month

**Minimum Education/Experience Required**

2 years of college or equivalent experience in interpreting an historic site or public speaking, etc.

**Send cover letter, resume and three professional references to [Callie\\_Hawkins@nthp.org](mailto:Callie_Hawkins@nthp.org)**

Please visit [www.lincolncottage.org](http://www.lincolncottage.org) for more information about President Lincoln's Cottage.