



Fairfield Museum
EXPLORE *the past*, IMAGINE *the future*
370 Beach Road, Fairfield, CT | 203-259-1598
www.fairfieldhistory.org

Position Title: Museum Commons Summer Site Supervisor

Saturdays in July and August from 9:30am-2:30pm; plus occasional other meetings and evening work

The Museum Commons Site Supervisor is responsible for implementing summer programs, tours, and activities for museum visitors to the historic properties adjacent to the Fairfield Museum. They will be responsible for activating the Victorian Cottage, a wonderful early childhood play space, leading tours and orienting people to the Sun Tavern, (c. 1780), a space which offers visitors an immersive experience to explore and discover colonial history, and sharing information about the Victorian Barn and its agricultural exhibit explores Fairfield's agricultural roots and promotes conversations about contemporary food issues. They will also be supervising volunteers and docents.

Reports To: Deputy Director of Programs

FLSA Status: Part Time, Seasonal position; Saturdays in 9:30AM – 2:30 PM plus occasional meetings during the week and evening work

Compensation: \$15 / hour

The Site Supervisor will:

- Ensure that the buildings on the Museum Commons are open and ready for visitors. The supervisor will open, close and supervise public access to the buildings and make sure they are neat, tidy, and ready for visitors.
- Represent the Fairfield Museum in a professional customer service role that engages in a positive, friendly, and helpful manner to all visitors to the Fairfield Museum and Museum Commons.
- Supervise volunteers
- Prepare materials, set up, and lead hands-on activities, art projects, and games for families and adult visitors
- Assist with large-scale events and programs
- Lead tours of Sun Tavern and the Victorian Barn and learn about the Museum's and town's histories
- Lead birthday parties
- Maintain attendance records and assist with conducting visitor evaluations and surveys to help improve future programming.

Required Qualifications:

- Minimum two years of undergraduate education, preferably in early childhood development, history, museum studies, and/ or education; or similar relevant experience
- Experience teaching with children in formal or informal settings
- Ability to engage participants of all ages in a dynamic and energetic manner
- Excellent communication skills and the ability to work effectively and enthusiastically with diverse audiences and speak with confidence in front of large and small groups, including children and families
- Ability to work independently, identify and understand issues or problems and develop appropriate solutions

Please send a resume, cover letter outlining your interest in the position, and a list of 3 professional references to Heather Maxson, Deputy Director for Programs at hmaxson@fairfieldhs.org by May 5, 2022.