

Job Announcement – JPPM Visitor Services Associate; Weekends

Title: Visitor Services Associate; Weekends, Seasonal

MHT, Jefferson Patterson Park & Museum

Introduction

The Maryland Historical Trust (MHT), an agency of the Maryland Department of Planning, is seeking to hire two seasonal, weekend Visitor Services Associates for the Jefferson Patterson and Museum (JPPM). Located on 560 scenic acres along the Patuxent River in Calvert County, Maryland, JPPM is home to over 65 archaeological sites, more than 30 historic buildings and structures, and the Maryland Archaeological Conservation Laboratory. JPPM supports the preservation of Maryland's cultural resources and connects people to the past through the preservation and interpretation of our onsite historical and archaeological resources.

Hourly Rate

\$25 per hour ---- This is a contract position

Location of Position

10515 Mackall Road, St. Leonard, MD 20685

Main Purpose of Job

The main purpose of this position is to assist the Public Services Coordinator with the JPPM Visitor Center. This includes staffing the visitor center on weekends, answering visitor questions about JPPM, assisting with the museum store in the visitor center, and responding to inquiries about JPPM programming and operations.

Work hours are on the weekends. Usually between the hours of 8:30am and 5:00pm (sometimes the shift start and end times will be earlier or later). ---- Positions will start when hired and end after Sunday, November 5, 2023.

Position Duties

- Provide staff coverage at JPPM's Visitor Center and assist with JPPM events and programming.
- Provide staff coverage for the museum store.
- Assist with email, phone, and in-person inquiries about JPPM.

Minimum Qualifications

Education: Possession of a high school diploma or GED

Experience: Previous experience in retail or visitor services preferred, but not required.