



# SEALASKA HERITAGE

## POSITION DESCRIPTION

### Cultural Interpreter

## INFORMATION

Department:	Culture & History
Reports to:	Culture & History Director
Location of Work:	Juneau, Alaska
Employment Category:	Seasonal, Part-Time
Classification:	Nonexempt

## SUMMARY/OBJECTIVE

The position is responsible for providing cultural interpretation and guidance to visitors to the Walter Soboleff Building.

## ESSENTIAL FUNCTIONS

Greet visitors to the Walter Soboleff Building, and provide guided tours of the Exhibits and the lobby/house front.

1. After extensive in-house training on Tlingit, Haida, and Tsimshian culture and traditions, provide cultural interpretation and guidance to visitors.
2. Answer questions of visitors.
3. Ensure visitors adhere to building and exhibit rules regarding food and drink.
4. Guide visitors through exhibits, explaining history and culture of Tlingit, Haida, and Tsimshian people as related to three interactive exhibits and Celebration juried art show.
5. Other duties as assigned.

## COMPETENCIES

- Excellent customer service skills
- High degree of initiative
- Excellent oral communication skills

## SUPERVISORY RESPONSIBILITY

The position has no supervisory responsibilities.

## **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is regularly required to talk and listen. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

## **POSITION TYPE AND EXPECTED HOURS OF WORK**

This position regularly requires long hours and frequent weekend work.

## **TRAVEL**

No travel is expected for this position.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Student in good standing of a local school district; or
- High school diploma or equivalent plus one year of college

## **PREFERRED EDUCATION AND EXPERIENCE**

- Experience in public speaking and assisting the public
- Cardiopulmonary Resuscitation (CPR) certification
- Knowledge of Alaska Native cultures

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply, please send resume to [shijobs@sealaska.com](mailto:shijobs@sealaska.com) or go to [www.sealaska.com](http://www.sealaska.com) "careers" link to submit application.

