

## **Old Alabama Town Block Manager (Part-Time)**

Block Manager is a professional position involving responsibilities for management, visitor relations, security, and interpretation. The position reports to the Tour Coordinator.

**Contact:** Tour Coordinator Jane Coker at [j.coker@oldalabamatown.com](mailto:j.coker@oldalabamatown.com)

**Wage:** \$10 per hour

### **Essential Functions:**

- Coordinates day-to-day activities within the museum buildings of the Living Block or the Working Block, as assigned, at Old Alabama Town
- Managers are positioned in Lucas Tavern or the Rose House
- Unlocks and locks museum buildings on the assigned block
- Oversees security of these buildings throughout the operational day
- Reports any operational problems to the proper staff
- Oversees security of OAT structures including locking and unlocking
- Performs visitor relations duties
- Greets all incoming visitors
- Provides an overview of the block's structures
- Directs visitors to other parts of the site and other attractions
- Participates in marketing opportunities promoting Old Alabama Town
- Performs housekeeping and collections management
- Performs daily, weekly, and monthly housekeeping tasks as outlined in the Block Manager's Housekeeping Schedule
- Reports any maintenance issues to the Maintenance Technician or any curatorial issues to the Curator
- Assists in educational programming (when requested)
- Ability to be available for special events and after-hours activities
- Assists in interpreting Old Alabama Town's structures and their historical significance to groups

### **Knowledge, Skills, Abilities:**

- Skilled at verbal communications with visitors, staff, volunteers, and community
- Ability to interpret historical collections and communicate knowledge relevant to those collections in a manner that is understandable to the general public
- Knowledge of and/or ability to learn about the early settlement of frontier Alabama
- Knowledge of and/or ability to learn about various types of Alabama architecture
- Knowledge of basic museum practices and curatorial methods
- Knowledge of collecting ethics and legal regulations relating to historic collections
- Knowledge of forces affecting historical collections including physical, chemical, and biological Ability to cooperate fully with staff, volunteers, and visitors
- Available to routinely work on Saturday
- Ability to assist in the training of staff workers and volunteers
- Ability to climb stairs and stand and walk for prolonged periods