



## Event and Public Program Assistant

Dumbarton House, a Federal period historic house Museum in Georgetown, seeks part-time Event and Public Programs Assistants and Supervisors to assist with Museum operations during rental events and public programs. Dumbarton House, headquarters of The National Society of The Colonial Dames of America, offers visitors an opportunity to enhance their appreciation of early American history. Dumbarton House strives to inform and educate the public about life in Washington during the early Republic and Federal Period decorative arts and architecture. Dumbarton House offers tours, adult public programs, private rental events, and school and Scout programs.

***Position Description:*** Event and Public Programs Assistants provide direct support for private rental events and public programs. Working with Event Supervisors and the Public Programs Specialist, the Assistants ensure a quality experience for the public, event guests, event clients, and vendors. Public Program assistants help with our public programs (lectures, performances, festivals, etc.), doing a variety of tasks to ensure the success of the program. For private rental events, the Assistants help the Event Supervisor in overseeing the set up, and tear down of the event, as well as provide event guests information on the museum and furnishings. They should have a friendly demeanor, enthusiasm for working with the public, and the ability to positively reflect Dumbarton House to the public. This position is managed by both the Programs Manager and Rental Coordinator and overseen by the Director of Education.

### ***Schedule:***

- Shifts range from 2-6 hours depending on the program/event;
- Availability on weekday and weekend evenings, and/or weekend days;
- Availability to attend trainings and scheduled meetings required;
- Times & shifts will vary, Dumbarton House cannot guarantee weekly hours.

### ***Duties:***

- Represent Dumbarton House in a professional and courteous manner;
- Assist with program and rental event proceedings, including set-up, coordination, teaching activities, providing general information on the museum, security, crowd control, keeping the site clean and stocked of all necessary supplies, clean up etc.;
- Maintain and enforce Museum procedures and policies as necessary;
- Give site visits to prospective rental clients, explaining rental packages in the hopes of gaining a new client;
- Anticipate and respond to program/event and visitor/guest needs as they arise (ex. restock food, set out more chairs, empty trashcans, etc.);
- Work cooperatively with other staff and volunteers to ensure a quality experience for visitors and event guests and the safety of the site;
- Communicate with the Programs Manager, Rental Coordinator, and/or Director of Education on all aspects of rental events and public programs, including personal schedule, supplies, logistics, and staff;
- Learn and stay current on all aspects of the Museum and collection; and

- Other duties as assigned.

***Qualifications Needed:***

- Enthusiasm for working with the public of all ages
- Visitor services, event management, museum education, or museum studies, or experience preferred;
- Excellent interpersonal and oral communication skills, including public speaking;
- Strength, dexterity, and mobility to perform all duties (including some lifting of chairs, tables, other supplies and stair-climbing), ability to lift 30 lbs;
- Experience with virtual meeting platforms like Zoom and ticketing platforms like Ticketleap a plus.
- Knowledge of early American history, architecture, and/or decorative arts a plus.

***Salary:*** This is a part-time position.

- \$15.20/hour for Event Assistants; \$20/hour for Event Supervisors
- The incumbent is paid on an hourly basis and is not eligible for Museum benefits.
- Dumbarton House is an Equal Opportunity Employer.

***To Apply:***

- Email cover letter and resume to Sheridan Small, Director of Education at [education@dumbartonhouse.org](mailto:education@dumbartonhouse.org);
- Please include general availability in cover letter;
- No phone calls please;
- Qualified applicants will be contacted to schedule an interview.

Below are the tentative schedules for upcoming public programs and private rental events. More public programs will be added (approximately 3 dates per month).

**Rental Event Dates**

August 1, 4:45pm – 6:00pm  
 August 1, 6:30pm – 7:30pm  
 August 6, 4:00pm – 5:00pm  
 August 7, 3:00pm – 12:00am  
 August 15, 3:00pm – 7:00pm  
 August 17, 4:00pm – 7:00pm  
 August 20, 5:00pm – 7:00pm  
 August 27, 4:30pm – 7:30pm  
 August 27, 8:00pm – 10:00pm  
 August 28, 3:30pm – 5:30pm  
 August 28, 6:00pm – 8:00pm  
 August 29, 4:00pm – 8:00pm  
 September 4, 12:00pm – 2:00pm  
 September 4, 3:00pm – 11:00pm  
 September 11, 3:00pm – 10:30pm  
 September 12, 2:30pm – 4:30pm  
 September 17, 3:00pm – 8:00pm  
 September 18, 3:30pm – 12:00am  
 September 19, 10am – 3:00pm  
 September 23, 4:30pm – 7:30pm  
 September 24, 3:00pm – 10:00pm  
 September 25, 3:00pm – 12:30am  
 October 2, 3:00pm – 12:00am  
 October 3, 3:00pm – 9:00pm

October 9, 2:30pm – 12:00am

**Public Program Dates**

August 21, 9am-3:30pm: Dolley Days  
 September 8, 4pm-10pm: Picnic Theater Company (PTC) Performance  
 September 9, 4pm-10pm: PTC Performance  
 September 10, 4pm-10pm: PTC Performance  
 October 16, 11am-1:30pm: Afternoon concert  
 October 29, 5pm-10pm: Pride & Prejudice and Zombies screening  
 October 31: virtual walking tour  
 November 6, 11am-1:30pm: Afternoon concert  
 November 13, 9am-4:30pm: Maker’s Market  
 December 3, 4pm-10pm: Holidays Through History  
 December 18, 10am-2pm: Jane Austen Birthday Tea  
 March 26, 11am-1:30pm: Afternoon concert  
 April 9, 11am-1:30pm: Afternoon concert  
 May 7, 10am-4pm: Jane Austen Symposium  
 May 21, 11am-1:30pm: Afternoon concert  
 May 22, 9am-4:30pm: Maker’s Market  
 June 4, 9:30am-3:30pm: DKMC Walk Weekend  
 June 5, 9:30am-3:30pm: DKMC Walk Weekend