

Seasonal Job Opportunity Senate House State Historic Site

The following seasonal job opportunity is announced for Senate House State Historic Site in the Palisades Region of the New York State Office of Parks, Recreation and Historic Preservation.

TITLE: Park & Rec Aide 2/Historic Site Interpreter
PAY RATE: \$16.13/hr., 24-27 hours per week including weekends, holidays and occasional evenings
BENEFITS: Option for Health Insurance and NYS Retirement System
LOCATION: Senate House State Historic Site, 296 Fair St., Kingston, NY 12401
TYPE OF APPOINTMENT: Temporary and Seasonal - Immediately – October 31, 2023

SENATE HOUSE STATE HISTORIC SITE: The home of merchant Abraham Van Gaasbeek was host to the first meeting of the New York State Senate under the newly created New York State Constitution in the fall of 1777. New York State acquired the property in 1887 to recognize its role in the formation of New York State and constructed a museum building on the site in 1927 to house and display the site's collections.

DUTIES AND RESPONSIBILITIES: Under the supervision of the Interpretive Programs Assistant, the incumbent will greet visitors, sell tickets, lead guided tours of Senate House and assist with the execution of educational programs and special events. The incumbent will also assist with general office duties, answering telephones, assisting researchers, general cleaning, site security and other tasks as needed. Additional duties may include assisting in museum related tasks such as conducting research projects, historic housekeeping, and routine collections care under the supervision of senior staff.

OPERATIONAL NEEDS: Excellent written and verbal communication skills, background in history, museum studies or related fields is preferred but not required. Qualified candidates must demonstrate a friendly and effective public presentation skills, and the ability to work well with the public. Must have a valid New York State driver's license and be available to work weekends, holidays, and occasional evening events

TO APPLY: Complete and submit a NYS Parks employment application(available in the site office or online at www.nysparks.com/employment/park-employment.aspx) along with your resume and cover letter, including three (3) work references to: Aaron Robinson, Senate House State Historic Site, 296 Fair St., Kingston NY 12401 or e-mail at aaron.robinson@parks.ny.gov.

Posting Date: 3/13/23

Application Deadline: 3/27/23

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Senate House State Historic Site is an equal opportunity, affirmative action employer of the New York State Office of Parks, Recreation, and Historic Preservation.