Program Assistant

The Heurich House Museum’s mission is to explore the American Experience through the legacy of German immigrant Christian Heurich and his Washington, DC brewery, and to create a just path to success for local small-scale manufacturers. The museum works to reinvent the traditional historic house museum model by bridging Heurich’s world with modern DC. We explore the city’s unique history, and connect it to today’s local small businesses, artisans, and craft beer makers through innovative programming that cannot be found anywhere else in the community.

Our dual mission of public history education and public service relates directly to our core philosophy: that house museums should be dynamic places that are relevant to our modern communities. For many years, Heurich’s story was the museum’s focal point, with other voices left out of the narrative. Our mission today: (1) expands our historic interpretation to include people whose voices had been muted, and (2) extends the service we provide our community by giving business support to modern small-scale manufacturers.

The museum regularly hosts public programs such as markets, craft stations, panel series, workshops, exhibits, special tours, and the museum’s largest program, the annual Christmas Markt. The museum’s biergarten, 1921, is open Wednesday through Saturday. Museum tours are run by museum tour guides Thursday through Saturday.

About the Site
The Heurich mansion was built in 1892-4 for German-American immigrant Christian Heurich (1842-1945), whose brewery was the largest in DC and a household name. It is the city’s best-preserved example of Richardsonian Romanesque residential architecture and one of the most landmarked interiors in DC. The mansion incorporated many technological advancements, including metal speaking tubes, electric lighting, burglar alarms, and "fireproofing." The interior decoration and furnishings were made by numerous German-American craftsmen. The house remained in the Heurich family until 1956, when it was bequeathed to DC’s Historical Society. In 2003, a family-created non-profit purchased the house and turned it into a museum.

About 1921, a Biergarten:
1921 is a biergarten in our Castle Garden that serves a rotating list of fresh local craft beer from DC breweries and beer brands, craft cocktails and wine from the area’s best beverage producers, and Senate Beer, the museum’s historic revival with Right Proper Brewing Company. Visitors gather around Oktoberfest-style tables and Adirondack chairs, sit under shady trees or around fire pits and heaters. The bar is located within HOME/BREWED, an exhibit in the carriage house featuring 1,000 objects from the Heurich brewery.
Position Summary
Under the supervision of the Director of Small Business Development and Director of Public Programs, the Program Assistant will provide support for tours, public programs, 1921, and private event rentals. Candidates should be enthusiastic, cheerful, and willing to learn.

Primary Responsibilities
The Program Assistant’s role will include but is not limited to the following responsibilities:
● Greeting museum visitors and providing high quality customer service;
● Engaging in conversations with members of the public;
● Running a point of sale system as part of 1921, and checking guests in for programs;
● Assisting in in/formal educational programming for guests of all ages;
● Continually being aware and keeping informed of museum changes;
● Actively engaging and interacting with program participants in a meaningful way;
● Securing museum spaces during events;
● Assisting with event set-up and break-down;
● Attending ongoing training sessions throughout the year;
● Representing Heurich House Museum in a positive and professional manner.

Required Experience/Skills:
The successful candidate will demonstrate the highest level of professional hospitality services, impeccable attention to detail and logistics, and a strong commitment to the mission of the Heurich House Museum.
● 1+ year of professional experience in an educational, museum, community, events or hospitality setting or commensurate experience;
● Interest in working with people;
● Desire to learn about history, preservation, and architecture;
● Reliable and punctual;
● Attention to detail and accuracy;
● Readiness to learn and grow skills relevant to position;
● An attitude of tolerance and respect;
● Top-notch skills in event execution and attention to detail;
● Ability to undertake creative problem solving;
● Willingness to adhere to professional museum standards and practices;
● Ability to perform tasks requiring physical activity (generally not involving muscular strain), including but not limited to carrying up to 50 lbs., walking, standing for up to four hours, stooping, sitting, reaching, lifting, etc.
● Applicants must be 21+ years of age at job start time due to DC ABRA laws.

Compensation & Benefits
This is a part-time (up to 40 hours per month), paid position with variable hours to include evenings and Saturdays. Salary is $18 per hour.

To Apply:
Please submit a resume to hr@heurichhouse.org with the subject, Program Assistant. No phone calls.
The Heurich House Museum values diversity of culture and thought and seeks talented, qualified employees in all its operations regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law.