

Interpretive Guide – Luxembourg American Cemetery

Company

The American Battle Monuments Commission, established by Congress in 1923, is an agency of the executive branch of the American federal government. It is the guardian of America's overseas commemorative cemeteries and memorials and honors the service, achievements and sacrifice of U.S. Armed Forces.

We are looking for an interpretive guide at our Luxembourg American Cemetery.

Responsibilities

Duties include:

- greeting visitors, answering questions, providing information on the cemetery and on cemetery tours
- providing interpretive and orientation information to visitors
- conducting cemetery tours for individuals and for groups
- presenting thematic programs based upon the established interpretive themes of the cemetery
- providing roving interpretation for visitors within the cemetery grounds
- participates under the direction of supervisors in the development of a wide range of interpretive publications
- maintaining productive relationships with area museums, local tour groups, veteran groups, local citizens and all others who bring groups into the cemetery
- Assisting with ceremonial functions such as wreath laying, flower placement, and raising and lowering the flag
- Assisting in the research and development of education programs
- Continuously striving to increase their own knowledge of the cemetery

Requirements

High school, BAC or equivalent

Two years of general work experience dealing with the public

Fluent in French and English. Luxembourgish and/or German strongly desired.

Proficient in the use of personal computers (word processing, email, spreadsheet, desktop publishing, presentation); knowledge and experience with the Microsoft Office Suite preferred.

Location and schedule

Luxembourg American Cemetery, 50 Val du Scheid, 2517 Luxembourg

Full time, 40 hours/week, permanent contract

Working in weekends and on public holidays. The cemetery is open from 9am till 5pm from Monday till Sunday. Each month a work schedule is set up per month in agreement between employee and management.

Overtime might be requested.

Benefits

Gross annual base salary between €46,687.44- €73,293.12 at development level, depending on qualifications, current grade and pay rate.

Or gross annual base salary between €51,481.44 - € 80,822.76 at full performance level, depending on qualifications, current grade and pay rate.

13th month bonus, American and local holidays