

JOB TITLE:	#1005 Historic Site Guide (Interpreter I) – Oliver H. Kelley Farm
OPEN TO:	This job is open to all applicants.
LOCATION:	Oliver H. Kelley Farm, 15788 Kelley Farm Road, Elk River, MN 55330
SALARY:	\$13.73 hourly minimum
STATUS & HOURS:	Part-time, regular (624 annual hours) position. Hours average 15 - 20 weekly hours from April to October. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	55L Services
HIRING MANAGER:	Program Supervisor
POSTING DATE:	January 17, 2017
DEADLINE DATE:	Application materials must be received by January 31, 2017.
SUPPLEMENTAL FORMS:	REQUIRED FOR THIS POSITION.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Historic Site Guide (Interpreter I) to engage, educate and entertain visitors through interpretive programming, to provide customer service and to assist in the daily operations of the Oliver H. Kelley Farm.

SUMMARY OF WORK: 1) provide interpretive services using a variety of interpretive and teaching techniques; 2) receive, welcome, and orient visitors to the historic site grounds and facility; 3) assist in the daily operations of the farm site and its programs; 4) study site related materials to enhance the delivery of the site's interpretive program; 5) utilize skill sets to effectively engage visitors and complete domestic activities; and 6) assist with the maintenance and protection of the site buildings, grounds, collections and clothing.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong interpersonal and oral communication skills.
- Experience in teaching, museum or natural history interpretation, or theater.
- Ability to perform heavy manual tasks related to gardening, agriculture and horticulture in outdoor programming areas in all types of weather conditions.
- Ability and flexibility to work a varied schedule of three - five consecutive days/week, including weekdays, weekends (Saturday/Sunday) and holidays. The bulk of the hours are scheduled between March 16 and Nov. 15.

DESIRABLE QUALIFICATIONS:

- College course work in history, education, agriculture, communications or a related field.
- Two years experience and knowledge of teaching, museum interpretation or public speaking.
- Experience with retail sales, phone, and receptionist work.
- Knowledge of the history of the Kelley Family, the Grange, and Minnesota rural life 1850-1876.
- Knowledge of and experience with vegetable gardening.
- Knowledge of and experience with farm animals such as hogs, cattle and sheep.
- Knowledge of and experience with natural history interpretation.
- Experience working with a diverse audience of varying cultural backgrounds, ages and abilities.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged - No phone calls please -

**MINNESOTA HISTORICAL SOCIETY
HISTORIC SITE GUIDE (INTERPRETER I)
OLIVER H. KELLEY FARM
SUPPLEMENTAL EMPLOYMENT APPLICATION FORM 2017**

NAME: _____ **DATE:** _____

Four days of paid training will occur between March 27 and April 7.

Cross out the dates you are NOT available:

March 27 28 29 30 31 April 1 2 3 4 5 6 7

You must be able to work a varied schedule of 2-5 consecutive days/week, including weekdays, weekends, and Holidays starting March 16, 2017. What dates between March 16 and November 15 will you not be available to work due to prior commitments (school, vacation, other jobs, etc.)?

Summarize your prior experience in guiding tours, teaching or public contact.

Summarize your experience in farming, animal husbandry, gardening, horticulture, domestic skills, arts, crafts, or trades.

Are you able to lift 50 pounds if needed, walk up to 5 miles a day, and stand/work for long periods of time in heat, cold or rain?

List any skills, training, work history or experience you possess which you feel would be beneficial in working as a Historic Site Guide (Interpreter I) at the Oliver Kelley Farm.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and this supplemental form. Application materials must be complete and received by the application deadline date in order to be considered.