

JOB TITLE:	#1010 Historic Site Guide (Interpreter I) – Historic Forestville
OPEN TO:	This job is open to all applicants.
LOCATION:	Historic Forestville, 21899 County Road 118, Preston, MN 55965
SALARY:	\$13.73 hourly minimum
STATUS & HOURS:	Part-time, regular (624 annual hours) position. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Site Supervisor
POSTING DATE:	January 26, 2017
DEADLINE DATE:	Open until filled.
SUPPLEMENTAL FORMS:	REQUIRED FOR THIS POSITION.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Historic Site Guide – (Interpreter I) to conduct public tours and educational programming by educating and engaging visitors with the history of the site and assisting in its operations.

RESPONSIBILITIES: 1) interpret the historic site to educate, entertain and interact with visitors; 2) receive, welcome, and orient visitors to assigned learning station or to the historic site grounds and facility; 3) study and master site-related historical material to enhance delivery of site interpretive program; 4) assist in retail museum gift shop operations; and 5) perform light, routine housekeeping and assist in the maintenance, development and protection of the historic site grounds, facility and collections.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong interpersonal and oral communication skills; and the ability to effectively deliver verbal presentations.
- Demonstrated ability to listen to the public and be responsive to inquiries and comments.
- Demonstrated ability to master program information and present it according to interpretive or learning objectives.
- Demonstrated ability to master and apply a wide variety of interpretive techniques.
- Flexibility to adjust to changes in schedule and assignments.
- Demonstrated ability to understand and carry out written and oral instructions.
- Must be able to attend mandatory training sessions (in April) and work a varied schedule of 2-4 days/week, including weekdays, weekends and holidays from April through October.

DESIRABLE QUALIFICATIONS:

- College course-work in history, education or a related field.
- Knowledge of Minnesota history and the ability to learn Forestville’s and site-related history.
- Demonstrated ability to acquire and assimilate knowledge of the history of Forestville and accurately portray village life from 1899 Minnesota through physical appearance, historical clothing, interpretive presentation and performance of historical work tasks. Tasks may include 19th century farming practices (gardening & field corps), domestic skills, (cooking on & operating a wood stove; treadle sewing machine & needlework).
- Demonstrated ability to perform basic historical research.
- Demonstrated ability to operate electronic equipment such as cash registers and audio-visual equipment.
- Experience as a teacher or group leader working with children.
- Experience with acting, storytelling or musical performance abilities that can be used in interpretive programs.

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 -

2017 SUPPLEMENTAL APPLICANT FORM
#1010 HISTORIC SITE GUIDE (INTERPRETER 1) - HISTORIC FORESTVILLE

Name: _____ Date: _____

Availability

Staff Training: Dates will be announced early spring. Two time periods will be available to facilitate attendance preference.

Please check the items that best describe your availability during different seasons of the year. *Although it is not necessary to list 100% availability during all periods in order to be employed at the Historic Forestville Site, having more availability to work is a plus.*

1. Spring School Field Trip Season: April 24 – June 9, Monday-Friday, 8am- 4pm

_____ Yes, I am available during this period.

_____ Yes, I am available for some of the days during this period, but not all.
Please list days not available:

_____ No, I am not available during this period

2. Summer Core Season: June 10 – September 4, Sunday-Monday, 9:30am – 5pm, including 4th of July and Labor Day holidays.

_____ Yes, I am available during this period.

_____ Yes, I am available for some of the days during this period, but not all.
Please list days not available:

_____ No, I am not available during this period

3. Spring and Fall Shoulder Seasons: Saturdays in May, September and October, 9:30am-5pm

_____ Yes, I am available during this period.

_____ Yes, I am available for some of the days during this period, but not all.
Please list days not available:

_____ No, I am not available during this period

4. Fall School Field Trip Season: September 5-October 27, Monday-Friday, 8am- 4pm

_____ Yes, I am available during this period.

_____ Yes, I am available for some of the days during this period, but not all.
Please list days not available:

_____ No, I am not available during this period

Experience, Skills and Abilities

1. Summarize any experience or skill you may have the following areas;
19th century History, 19th century farming practices, blacksmithing, animal husbandry, cooking (19th century cooking on a wood burning stove), music, theater, arts & crafts, woodworking, gardening.
2. Are you able to lift 50lbs and stand for long periods of time in outdoor seasons spring/summer and fall?
If no, please indicate what accommodations would enable you to perform these duties:
3. Do you enjoy educating and entertaining children of all ages? Yes _____ No _____
4. Summarize any experience you may have in guiding history tours.