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| <b>JOB TITLE:</b>          | #1147 Interpreter I  |
| <b>OPEN TO:</b>            | <b>This job is open only to current employees of the Minnesota Historical Society.</b>     |
| <b>LOCATION:</b>           | Minnesota State Capitol  |
| <b>SALARY:</b>             | \$13.33 hourly minimum   |
| <b>STATUS &amp; HOURS:</b> | Part-time, project (520 annual hours) position working through June 15, 2015.              |
| <b>CLASSIFICATION:</b>     | 55L Service  |
| <b>HIRING MANAGER:</b>     | Program Manager I  |
| <b>POSTING DATE:</b>       | August 12, 2014  |
| <b>DEADLINE DATE:</b>      | The application deadline date for this position has been extended through August 26, 2014. |
| <b>SUPPLEMENTAL FORMS:</b> | <b>REQUIRED</b>  |

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to educate visitors and school children about Minnesota history, state government and the art, architecture, and history of the Minnesota State Capitol; to stimulate interest in the political process; to provide information and limited sales to the public; and to assist in the operation of the site.

**RESPONSIBILITIES:** 1) conduct interpretive programs and tours of the Capitol for the visiting public; 2) staff the information desk to maintain, update, and provide information to a variety of publics; 3) communicate to a variety of audiences with diverse interests, abilities, disabilities, and languages in a manner which enhances their understanding, interest and enthusiasm in the site; 4) study site related materials to enhance the delivery of site's interpretive program; 5) perform sales and clerical tasks; and 6) assist in the protection of the historic site facility and collections and the safety of the visiting public.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Strong interpersonal and oral communication skills.
- Experience in working with children in an educational environment.
- At least six months experience in theatrical performance, museum interpretation, storytelling or teaching.
- General understanding of the role art, architecture, Minnesota history and state government play at the Capitol.
- Ability to attend mandatory training dates.
- Ability to work a varied schedule of weekdays, weekends (both Saturday/Sunday) one to two weekends/month, holidays and occasional evenings on a rotating basis.
- Ability to adapt tours when there are unforeseen changes to the availability of areas due to construction and renovation.

**DESIRABLE QUALIFICATIONS:**

- College course work in education, theater, history or a related field.
- Previous interpretive experience at the Minnesota Historical Society.
- Strong knowledge of one or more of the major interpretive themes of the Capitol (art, architecture, Minnesota history and state government).
- Extensive knowledge and experience in theatrical performance, museum interpretation, storytelling or teaching.
- Familiarity with issues of cultural diversity.
- Demonstrated experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Demonstrated ability to provide consistent, high-quality customer service.

**TO APPLY:** Submit a letter of interest, resume, your one page statement, and completed work availability form via email to Linda Cameron, [linda.cameron@mnhs.org](mailto:linda.cameron@mnhs.org) or Linda Cameron, Program Manager I, The State Capitol Historic Site, Suite 309, Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, #1147 Interpreter I position. Application materials must be received by the application deadline date in order to be considered. EEO

**Applications will be acknowledged  
- No phone calls please -**

**2014 Application Instruction Sheet**  
**#1147 Interpreter I**  
**Minnesota State Capitol**

1. **Write a one page statement** describing your interest and training in the themes of the Capitol and in museum interpretation; your background as it relates to communicating, educating, and entertaining people; and why you would like this position.
2. Completed **Work Availability Form** is **REQUIRED**.
3. Include instructions for reaching you by telephone during the day.
4. Please send:
  - a) letter of interest
  - b) resume
  - c) your one page statement
  - d) completed work availability form
5. The selection of applicants for interviews will be based on the above materials.
6. Thank you for applying!

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# WORK AVAILABILITY FORM

## #1147 INTERPRETER I

### MINNESOTA STATE CAPITOL

**PLEASE READ CAREFULLY AND ANSWER EACH QUESTION:**

Interviews will be scheduled with applicants who have appropriate qualifications and experience. Consideration of the candidates chosen for interviews will also relate to the applicant's availability to work a minimum of:

- Three (3) shifts weekdays (Monday-Friday)
- ❖ April – June, four (4) shifts weekdays (Monday-Friday)
- ❖ One (1) week-end shift per month
- ❖ Mark an "X" in each of the shifts for which you are available to work.

|                     | <b>(12:45-4)</b> |            |            |            |            |            | <b>(9:45-3)</b> |
|---------------------|------------------|------------|------------|------------|------------|------------|-----------------|
| <b>SHIFT TIMES</b>  | <b>SUN</b>       | <b>MON</b> | <b>TUE</b> | <b>WED</b> | <b>THU</b> | <b>FRI</b> | <b>SAT</b>      |
| <b>8:30 - 1:45</b>  |                  |            |            |            |            |            |                 |
| <b>8:45 - 12:45</b> |                  |            |            |            |            |            |                 |
| <b>9:45 - 1:45</b>  |                  |            |            |            |            |            |                 |
| <b>9:45 - 2:45</b>  |                  |            |            |            |            |            |                 |
| <b>9:45 - 3:00</b>  |                  |            |            |            |            |            |                 |
| <b>11:45 - 5:00</b> |                  |            |            |            |            |            |                 |
| <b>12:45 - 5:00</b> |                  |            |            |            |            |            |                 |
| <b>12:45 - 4:00</b> |                  |            |            |            |            |            |                 |

2. Circle the maximum hours you are available to work on weekdays. **16    20**
3. Are you available to work weekends on a rotating basis? **YES    NO**
4. Are you available to work occasional evening hours? **YES    NO**
5. Are you available to work on holidays? **YES    NO**
6. Will your October - June availability remain constant? **YES    NO**  
If **NO**, please explain.
7. **Availability for all training hours is required.** Your application will not be considered if you are unable to attend the training sessions listed below.

**INITIAL EACH DATE TO CONFIRM THAT YOU WILL BE AVAILABLE FOR THESE TRAINING DAYS IN OCTOBER, 2014**

|   |                |
|---|----------------|
| Tuesday, October 7                              | 9:00-1:00_____ |
| Wednesday, October 8                            | 9:00-1:00_____ |
| Thursday, October 9                             | 9:00-1:00_____ |
| Tuesday, October 14                             | 9:00-2:00_____ |
| Wednesday, October 15                           | 9:00-2:00_____ |
| Thursday, October 16                            | 9:00-1:00_____ |
| Friday, Oct. 17 or Mon., Oct. 20                | 3 hours_____   |
| Mon. Oct 20, Tues., Oct. 21 or<br>Wed., Oct. 22 | 4 hours_____   |

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Applicant's Signature