

JOB ANNOUNCEMENT

JOB TITLE:	#1157 Interpreter I
OPEN TO:	This job is open to all applicants.
LOCATION:	Alexander Ramsey House
SALARY:	\$13.33 hourly minimum
STATUS & HOURS:	Part-time, regular (208 annual hours) position
CLASSIFICATION:	55L Service
HIRING MANAGER:	Site Supervisor
POSTING DATE:	September 25, 2014
DEADLINE DATE:	Application materials must be received by October 2, 2014.
SUPPLEMENTAL FORMS:	REQUIRED

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I at the Alexander Ramsey House to engage, educate and entertain visitors and to present historical information to school groups and the general public using a variety of interpretive and performance techniques and to assist in the operation of the Ramsey house.

RESPONSIBILITIES: 1) interpret accurately the history of the Ramsey site, which includes the family, household, neighborhood, St. Paul and Minnesota from 1872 – 1890; 2) entertain and educate visitors in the historical content by using a variety of interpretive techniques; 3) provide high quality customer service in the reception, welcoming, and orientation of visitors while providing for their individual needs; 4) learn and study site manual and program-related materials provided by site program staff while contributing and operating within the larger interpreter team as assigned; 5) assist in the maintenance, organization and protection of the historic sites, grounds, facility, and collections so that site is well maintained and secure; 6) perform sales and admissions services and assists with site clerical tasks as assigned; and 7) perform limited cleaning and other duties as assigned in support of ongoing operations.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Knowledge of state and local Minnesota History and Victorian era.
- Experience in museum or site interpretation; experience working with children in an educational environment, theater or storytelling.
- Familiarity with issues of cultural diversity.
- Strong oral communication skills and some ability to perform theatrical interpretation.

DESIRABLE QUALIFICATIONS:

- Experience in high-level customer service environment; and/or special event environment.
- Ability to perform some manual tasks.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and supplemental staff availability worksheet via email to jayne.becker@mnhs.org or Jayne Becker, Site Manager I, Ramsey House, #1157 Interpreter I position, Alexander Ramsey House, 265 South Exchange Street, St. Paul, MN 55102. Application materials must be complete and received by the application deadline date in order to be considered. Incomplete application materials will be returned. If submitting materials for more than one position, you must provide all application materials for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment.

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

**Alexander Ramsey House
Staff Availability Worksheet**

Your name: _____

The Christmas season will officially begin on November 28th, or “Black Friday.” However, we may have tours the week before beginning on November 19th. Please give your availability starting there. Also, please include availability for Monday, October 20, 6:30-9:30 p.m. and Thursday, November 6, 6:30-9:30 p.m. for staff training.

Public holiday tours will be scheduled Wednesday through Sunday. Unless an earlier start time is indicated, arrive at 9:30 a.m. Wednesday through Saturday, 11:30 a.m. Sunday. Shifts for public tours last until approximately 4:45 p.m. You may be asked to stay late to help with special projects (like baking cookies) or to work an evening event. Please mark on the availability sheet if you are not able to stay later. Private tours and special events may be scheduled any day of the week. Start times and shift lengths vary.

Note: We cannot guarantee a work schedule that exactly meets the desires of each individual. In order to serve our visitors, we must have sufficient guides to work each open or booked day.

Instructions:

Place an “X” through any date you cannot work. If you have given availability to another MNHS site, circle that date and indicate the number of hours you expect to work at the other site.

**2014 Holiday Season
Staff Availability Worksheet**

October 2014

Sun	Mon	Tues	<i>Wed</i>	Thu	Fri	Sat
19	20 Staff Training 6:30-9:30 p.m.	21	22	23	24	25
26	27	28	29	30	31	

November 2014

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 Staff Training 6:30-9:30 p.m.	7	8
9	10	11	12	13	14	15
16	17	18	19 Please start Availability here	20	21	22
23	24	25	26	27 Thanksgiving Day NOT OPEN	28 Official start to Victorian Xmas	29
30						

December 2014

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Christmas Eve OPEN	25 Christmas Day CLOSED	26	27
28	29	30	31 New Year's Eve OPEN			

January 2015

Sun	Mon	Tues	<i>Wed</i>	Thu	Fri	Sat
				1 New Year's Day OPEN	2	3
4 Last Day of Victorian Xmas						