

<b>JOB TITLE:</b>	#1171 Interpreter I
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center
<b>SALARY:</b>	\$13.33 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, project (728 annual hours) position
<b>CLASSIFICATION:</b>	55L Service
<b>HIRING MANAGER:</b>	Program Supervisor, Interpretive Programs
<b>POSTING DATE:</b>	December 11, 2014
<b>DEADLINE DATE:</b>	Application materials must be received by December 29, 2014.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to staff the “We Are Hmong Minnesota, Peb Yog Hmoob” exhibit and conduct educational programs that serve diverse audiences at the Minnesota History Center and to provide customer service to guests of the History Center Museum and its programs.

**RESPONSIBILITIES:** 1) conduct interpretive programs within museum exhibits; and supports ongoing museum operations such as maintenance, safety, and cleaning; 2) create a welcoming educational environment in the History Center exhibits by actively utilizing a variety of interpretive techniques and delivering excellent customer service; and 3) study and master program and exhibit related historical materials.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Must have strong Hmong language skills.
- Strong oral communication skills.
- Familiarity with issues of cultural diversity.
- Familiarity with Minnesota history.
- Demonstrated ability to provide consistent, quality customer service.
- Ability to maintain professionalism in demeanor and appearance.
- Ability to work cooperatively with team members.
- Must be able to work a varied schedule of weekday, weekend, and evening hours, which would average 14 hours per week.

**DESIRABLE QUALIFICATIONS:**

- Familiarity with History Center interpretive programs and exhibits.
- Experience working with children in an educational environment.
- Experience in museum interpretation, theater or storytelling.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://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:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 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.

**Applications will be acknowledged**

**- No phone calls please -**

**EEO**