

JOB TITLE:	#1175 Interpreter I
OPEN TO:	This job is open to all applicants.
LOCATION:	Historic Fort Snelling & Sibley House
SALARY:	\$13.33 hourly minimum
STATUS & HOURS:	Part-time, regular (520 annual hours) position. Weekly hours vary by seasonal site.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Program Manager I
POSTING DATE:	January 9, 2015
DEADLINE DATE:	This positions deadline has been extended through January 30, 2015. All application materials must be received by this date.
SUPPLEMENTAL FORMS:	REQUIRED

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to provide educational and recreational services to visitors, and to assist in the operation of the Historic Fort Snelling & Sibley House.

RESPONSIBILITIES: 1) communicate historical information using multiple interpretive techniques; 2) receive, welcome and orient visitors to the historic site or assigned workstation; 3) conduct history workshops, tours, and programs for school groups; 4) study site-related historical materials to enhance the delivery of site's interpretive program; 5) assist in the maintenance and protection of the historic site grounds, facility and collections; 6) perform sales and admission services accurately and according to procedures; and 7) comply with Historic Sites & Museums and MNHS personnel policies and procedures as applicable.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong oral communications and interpretive skills and ability to listen to the public and be responsive to inquires and comments.
- Ability and motivation to study historical reference materials, complete training programs and examination, and apply learned techniques to job related tasks.
- Public relations skill in working with a diverse public, including children, teachers, senior citizens, and professional staff.
- Capability and willingness to authentically portray assigned 1820s period character roles through the use of costume, grooming, mannerism and living history presentations.
- Physical strength, stamina and coordination to perform maintenance tasks and military drill. Must be able to lift 50 lbs, walk up to 5 miles a day and stand for long periods.
- Must be able to attend mandatory training days in April and May plus be able and willing to work rotating schedules or varying hours (0 – 35 per week) from April through October.

DESIRABLE QUALIFICATIONS:

- College coursework in U.S. history, education, or a related field.
- Working knowledge of the history of Fort Snelling, Sibley site, and military or civilian life plus demonstrated ability in successfully applying correct interpretive methods in working with the public.
- Ability to use a variety of historic tools and equipment including: black powder firearms, fireplace cooking equipment, carpentry tools, shovels, axes, picks, sewing tools, and blacksmithing tools.
- Base working knowledge of proper sales, electronic cash register and accounting procedures.

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: #1175 Interpreter I position Historic Fort Snelling Attn: Program Manager I 200 Tower Ave., St. Paul, MN 55111	Attn: #1175 Interpreter I position Email: nancy.cass@mnhs.org	Attn: #1175 Interpreter I position Fax: 612-725-2429
---	---	---

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 -

2015 MNHS Supplemental Application Form
#1175 Interpreter I
Historic Fort Snelling & Sibley House Historic Sites
***NOTE:* Applicants must complete and submit this form.**

Name _____

Date _____

1) Availability for Training & Work:

	Date	
First Day Available for Work <i>(Excluding the Training dates)</i>		
Last Day Available for Work		
Mandatory Training Dates (Paid Time);	Available X	Not Available X
Thursday March 5 th , 5pm to 9pm		
Saturday, March 7 th , 9am to 2pm		
Saturday, March 7 th , 2pm to 5pm: <i>Mandatory for staff musician hires</i>		
Saturday, March 21 st , 9am to 2pm: <i>Mandatory for staff handling Firearms</i>		
Saturday, March 28 th , 9am to Noon: <i>Mandatory for School Tour hires</i>		
Saturday, April 25 th , 9am to 5pm		
Saturday, May 2 nd , 9am to 1pm		
Saturday, May 9 th , 9am to 5pm		
Season's Work Schedule {The Workday availability is 9:15am to 5:15pm.}	Available X	Not Available X
Spring Week Days, April 1 – May 22 (School Tours M-F)		
Summer Week Days, May 26 – September 4 (Tuesday – Friday)		
Summer Week Ends, May 23 – September 7 (Saturday & Sunday)		
Fall Week Days, September 8 – October 30 (School Tours M-F)		
Fall Week Ends, September 12 – October 31 (Saturdays)		
		Spring:
		Summer:
		Fall:

You would be expected to work July 4 & three more of these Special Event Weekends: {May 23, 24, 25 – June 20, 21 – Aug 15, 16 – Sept 5, 6, 7}

2) Describe your interpersonal and oral communications skills.

3) Explain your interest in history and willingness to study extensive background readings and manuals provided by the Minnesota Historical Society prior to training sessions & throughout your employment.

4) Describe your familiarity with issues of cultural diversity and experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.

5) Explain your interest in authentically portraying life at Fort Snelling during the early 19th century; through costume, personal appearance, and historical conventions.

6) Are you able to lift 50 lbs, walk up to 5 miles a day and stand for long periods of time in heat, cold, or rain?

- 7) Summarize your academic course work in U.S. history, education or a related field.
- 8) Summarize your knowledge of the history of Fort Snelling, Sibley Site, and military or civilian life.
- 9) Explain any previous experience with various interpretive methods in working with the public.
(1st person, Modified 1st person, 3rd person, etc.)
- 10) Explain any skills or experience you have in domestic arts, crafts, black powder firearms, trades, or music.
- 11) Summarize your experience in customer service and sales.
- 12) Explain your knowledge and experience in teaching, museum interpretation, theatrical performance, storytelling, or other related experience.
- 13) Summarize any additional skills, training, experience, or background you have that might enhance your work as a Historic Fort Snelling Interpreter.
- 14) List phone numbers (with area code) and times at which you can be reached in February 2015.
- 15) List current Email address. _____
- Signature _____

TO APPLY: Submit this MNHS supplemental application form, *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, and resume to: **Historic Fort Snelling, Attn: Program Manager I, #1175 Interpreter I position, 200 Tower Ave., St. Paul, MN 55111.** All application materials must be received or post-marked no later than January 30, 2015.