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| JOB TITLE: | #1187 Interpreter I |
| OPEN TO: | This job is open to all applicants. |
| LOCATION: | James J. Hill House |
| SALARY: | \$13.33 hourly minimum |
| STATUS & HOURS: | Part-time, regular (624 annual hours) position |
| CLASSIFICATION: | 55L Service |
| HIRING MANAGER: | Program Supervisor |
| POSTING DATE: | February 12, 2015 |
| DEADLINE DATE: | Application materials must be received by February 26, 2015. |
| SUPPLEMENTAL FORMS: | Not required for this position. |

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to interpret the historic site to visitors and to assist in the operation of the James J. Hill House.

RESPONSIBILITIES: 1) interpret the historic site to visitors in an educational and engaging manner; 2) perform admissions, sales, and reception services so all visitors are served, and accurately perform related clerical tasks; 3) receive, welcome, and orient visitors to the historic site in a friendly, professional manner; 4) study and master site-related historical materials to enhance delivery of site interpretive program to the highest standard; and 5) assist in the maintenance and security of the historic site, grounds, and collections so that all are well maintained and preserved.

MINIMUM QUALIFICATIONS:

- High school education or equivalent.
- Effective verbal and non-verbal communication and interpersonal skills.
- Demonstrated ability to extend courtesy and hospitality to all segments of the public, and the ability to inspire these in others.
- Ability to operate a cash register/credit card system, telephone system, DVD player, projector, computer programs, fire extinguisher and similar equipment related to site operations.
- Ability to lift and carry 30 lbs. to perform functions relating to tour program and event set up, and stocking sales area.
- Ability to climb stairs, walk, see, hear, and speak English clearly to conduct tours through four floors of the house and communicate with a wide range of visiting public.
- Ability and willingness to work a flexible schedule including weekdays, Saturdays, Sundays, holidays, and evenings.
- Ability to meet standards of appearance for various program needs in a leadership role.

DESIRABLE QUALIFICATIONS:

- Experience in sales, admissions, reception, and related customer service positions.
- Experience teaching, performing, or leading groups, especially in a museum or historic site.
- Experience using a broad range of interpretive techniques.
- Experience working with diverse audiences, especially children and school groups.
- Knowledge of general site historic content: James J. Hill, his business career, the Hill family, social history and servant life, the site's construction, architecture, mechanical systems and interior design.
- Knowledge of the general principles of restoration, preservation and handling objects.
- Knowledge of general art gallery procedures and familiarity with MNHS art collection.
- Historical research and source evaluation skills.
- Knowledge of security, safety, and emergency procedures.
- Mathematical accuracy for cash register transactions and organizational skills for filing materials.

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:

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| 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 -