

JOB TITLE:	#1189 Interpreter I
OPEN TO:	This job is open to all applicants.
LOCATION:	Split Rock Lighthouse
SALARY:	\$13.33 hourly minimum
STATUS & HOURS:	Part-time, regular (624 annual hours) position Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Program Manager I
POSTING DATE:	February 12, 2015
DEADLINE DATE:	Application materials must be received by March 15, 2015.
SUPPLEMENTAL FORMS:	REQUIRED (2)

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to engage, educate and entertain visitors to the Split Rock Lighthouse Historic Site.

RESPONSIBILITIES: 1) interpret the historic site using various techniques to educate and engage visitors; 2) assist in the daily operations of the historic site program; and 3) provide customer service to patrons of the historic site and its programs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong oral communications skills.
- Demonstrated ability to listen to public and be responsive to inquiries and comments.
- Demonstrated ability to understand and carry out written and verbal instructions.
- Experience in teaching, museum interpretation, theater, storytelling or group leadership.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Ability to work outdoors in occasionally adverse weather conditions, stand for up to eight hours a day and climb stairs many times a day.
- Must be able to work a varied schedule of three – five days per week, including weekdays, weekends, and holidays from May through October.

DESIRABLE QUALIFICATIONS:

- Some college course work in history or a related field.
- Extensive knowledge and experience in teaching, museum interpretation, theatrical performance or storytelling.
- Knowledge of Minnesota history and the cultural diversity of the state.
- Knowledge of the history of Split Rock Lighthouse and North Shore area.
- Experience with site-specific related skills – baking on a wood burning cook stove, ability to understand and explain mechanical functions of lighthouse equipment, hauling firewood, mopping floors, cleaning, etc.
- Demonstrated strength in providing consistent, quality customer service.

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: [Fill in Job Title] Minnesota Historical Society Split Rock Lighthouse 3713 Split Rock Lighthouse Road Two Harbors, MN 55616 218-226-6372	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

**2015 SEASON
SUPPLEMENTAL NARRATIVE SHEET
#1189 Interpreter I, Split Rock Lighthouse**

Note the two different categories, “minimum” and “desirable” qualifications, listed on each position announcement.

1. Below please list information supporting and describing your qualifications as called for under the “Minimum Qualifications” heading. If you need additional space use the back or attach an additional sheet.
2. Note the listing of “Desirable Qualifications” for the position and list your responses below. Document your qualifications with descriptions of your skills, abilities and experience that are beyond the descriptions you already listed above.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, Supplemental Narrative Sheet and Supplemental Anticipated Schedule Availability Form (by month) to: Minnesota Historical Society, Split Rock Lighthouse, #1189 Interpreter I position, 3713 Split Rock Lighthouse Rd, Two Harbors, MN 55616. Applications must be received or postmarked no later than the application deadline date of March 15th, 2015.

2015 SEASON
SUPPLEMENTAL ANTICIPATED SCHEDULE AVAILABILITY FORM (BY MONTH)
#1189 Interpreter I, Split Rock Lighthouse

Name of staff or applicant: _____

I. Part I concerns availability in the specific time periods that make up the season. The two middle columns, “yes/no” and “1-5”, require your written responses for each time period listed.

Time period	Can work? Circle one	Available and wish to work this number of days per week (circle one)	Limitations/comments
May 14 – 31	Yes / No	1 – 2 – 3 – 4 – 5	
June	Yes / No	1 – 2 – 3 – 4 – 5	
July	Yes / No	1 – 2 – 3 – 4 – 5	
August	Yes / No	1 – 2 – 3 – 4 – 5	
Sept.	Yes / No	1 – 2 – 3 – 4 – 5	
Oct 1 – 23	Yes / No	1 – 2 – 3 – 4 – 5	

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