

<b>JOB TITLE:</b>	#1200 Interpreter I (Historic Site Guide)
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Forest History Center
<b>SALARY:</b>	\$13.33 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (624 annual hours) position. Weekly hours vary according to seasonal site needs.
<b>CLASSIFICATION:</b>	55L Service
<b>HIRING MANAGER:</b>	Site Supervisor
<b>POSTING DATE:</b>	April 7, 2015
<b>DEADLINE DATE:</b>	Application materials must be received by April 21, 2015.
<b>SUPPLEMENTAL FORMS:</b>	<b>REQUIRED FOR THIS POSITION.</b>

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I (Historic Site Guide) to conduct various interpretive and naturalist programs and to provide customer service to patrons of the Forest History Center.

**RESPONSIBILITIES:** 1) interpret the historic site using various techniques to educate and engage visitors; 2) provide customer service to patrons of the Forest History Center; 3) provide naturalist interpretive services to stimulate visitor appreciation and interest in the site's diverse natural environment; 4) assist in the daily operations of the historic site's programs; 5) study site-related materials to enhance the delivery of the site's interpretive program; and 6) follow site safety procedures.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Strong oral communications skills.
- Demonstrated ability to listen to the public and be responsive to inquiries and comments.
- Ability to understand and carry out written and verbal instructions.
- Familiarity with Minnesota history (culture, technology and environmental).
- Demonstrated ability to master and apply a wide variety of interpretive techniques.
- Flexibility to adjust to schedule changes and assignments.
- Experience in teaching, museum interpretation, theater, storytelling or group leadership.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Must be able to work a varied schedule of two to five days a week, including weekdays, weekends, and holidays throughout the year or from May through September, at minimum.
- Ability to perform routine maintenance and cleaning.

**DESIRABLE QUALIFICATIONS:**

- Some college course work in history or a related field.
- Experience working with children as a teacher or group leader.
- Familiarity with Minnesota logging history.
- Ability to play musical instruments and sing.
- Experience with GPS use, geo-caching, and nature studies.
- Experience in site-specific related skills such as cooking on a wood-fired store, demonstrating basic blacksmithing techniques, harnessing and handling draft horses; log rolling and fire tower climbing.
- Experience in delivering forest environmental, nature-based programs to diverse audiences.
- Knowledge of Minnesota history and the cultural diversity of the state.
- Knowledge of Forest History Center and local area history.
- Demonstrated excellence in providing consistent, quality customer service.
- Experience as a Master Naturalist.

**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. EEO

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

**MINNESOTA HISTORICAL SOCIETY**  
**2015 SUPPLEMENTAL APPLICATION FORM**  
**INTERPRETER I, (HISTORIC SITE GUIDE) - FOREST HISTORY CENTER**

**Name:** \_\_\_\_\_

**Availability**

Please check the items that best describe your availability during different seasons of the year.  
*Although it is not necessary to list 100% availability during all periods in order to be employed at the Forest History Center, having more availability to work is a plus.*

1. Spring School Field Trip Season: April 27-June 12<sup>th</sup>, 2015, Monday-Friday, 8 a.m.-4 p.m.

\_\_\_\_\_ Yes, I am available during this period.

\_\_\_\_\_ Yes, I am available for some of the days during this period, but not all. Please list days not available:

\_\_\_\_\_ No, I am not available during this period.

2. Summer Season: June 15-September 7, 2015, Monday-Sunday, 9:30 a.m.-5 p.m., including the 4<sup>th</sup> of July and Labor Day holidays.

\_\_\_\_\_ Yes, I am available for all days during this period.

\_\_\_\_\_ Yes, I am available for some of the days during this period, but not all. Please list days not available:

\_\_\_\_\_ No, I am not available during this period.

3. Fall, Holiday, Winter, and Spring Seasons: September 8<sup>th</sup>, 2015-April 26<sup>th</sup>, 2016: Tuesday-Friday, 9 a.m.-3 p.m. (for occasional school field trips); Saturday-Sunday, 9:30 a.m.-4:30 p.m.

\_\_\_\_\_ Yes, I am available for all days during this period.

\_\_\_\_\_ Yes, I am available for some of the days during this period, but not all. Please list days not available:

\_\_\_\_\_ No, I am not available during this period.

### **Experience, Skills, and Abilities**

4. Summarize any experience or skills you may have in the following areas: blacksmithing or metal working, horses (riding or draft), cooking, music, theater, arts & crafts, woodworking, gardening, forestry, phenology (study of cyclical or seasonal natural phenomena), ecology, wildlife management and conservation, ornithology (study of birds), entomology (study of insects), animal or plant biology, and outdoor recreation (canoeing, kayaking, archery, hiking, skiing, sledding, mountain biking, snowshoeing, etc.).
  
5. Are you able to lift 50 pounds, walk up to three miles per day, and stand for long periods of time in heat, cold, rain, and snow? Yes\_\_\_\_\_, No\_\_\_\_\_. If no, please indicate what accommodations would enable you to perform these duties:
  
6. Are you able to climb 100 feet to the top of a fire tower? Yes\_\_\_\_\_, No\_\_\_\_\_.  
Do you have a fear of heights? Yes\_\_\_\_\_, No \_\_\_\_\_
  
7. Do you enjoy educating and entertaining children of all ages? Yes\_\_\_\_\_, No\_\_\_\_\_.
  
8. Summarize any experience you may have in guiding history or nature tours?

**TO APPLY:** Submit this MNHS Supplemental Application Form, *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, and resume to: Minnesota Historical Society, #1200 Interpreter I (Historic Site Guide), position, 345 Kellogg Boulevard West, St Paul, MN 55102-1906 by April 21, 2015. **All application materials must be received by the application deadline date in order to be considered.**