

JOB TITLE:	# 1203 Interpreter I (Historic Site Guide)
OPEN TO:	This job is open to all applicants.
LOCATION:	Historic Forestville
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:	Site Supervisor
POSTING DATE:	May 18, 2015
DEADLINE DATE:	Application materials must be received by June 2, 2015.
SUPPLEMENTAL FORMS:	REQUIRED FOR THIS POSITION.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I (Historic Site Guide) to conduct public tours and educational programming by educating and engaging visitors with the history of the site and assisting in its operations.

RESPONSIBILITIES: 1) interpret the historic site to educate, entertain and interact with visitors; 2) receive, welcome, and orient visitors to his/her learning station or to the historic site grounds and facility; 3) study and master site-related historical material to enhance delivery of site interpretive program; 4) assist in retail museum gift shop operations; and 5) perform light, routine housekeeping and assist in the maintenance, development and protection of the historic site grounds, facility and collections.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong interpersonal and oral communication skills; and the ability to effectively deliver verbal presentations.
- Demonstrated ability to listen to public and be responsive to inquiries and comments.
- Demonstrated experience in working with a diverse public, including children, teachers, senior citizens, and professional staff.
- Demonstrated ability to master program information and present it according to interpretive or learning objectives.
- Ability to master and apply a wide variety of interpretive techniques.
- Flexibility to adjust to changes in schedule and assignments.
- Ability to understand and carry out written and oral instructions.
- Must be able to attend mandatory training sessions (in April) and work a varied schedule of 2-4 days/week, including weekdays, weekends and holidays from April through October.

DESIRABLE QUALIFICATIONS:

- Some college course-work in history, education or a related field.
- Knowledge of Minnesota history and the ability to learn Forestville's and site-related history.
- Ability to acquire and assimilate knowledge of the history of Forestville and accurately portray village life from 1899 Minnesota through physical appearance, historical clothing, interpretive presentation and performance of historical work tasks. Tasks may include 19th century farming practices (gardening & field corps), domestic skills, (cooking on & operating a wood stove; treadle sewing machine & needlework).
- Ability to perform basic historical research.
- Ability to operate electronic equipment such as cash registers and audio-visual equipment.
- Experience as a teacher or group leader working with children.
- Experience with acting, storytelling or musical performance abilities that can be used in interpretive programs.

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] Historic Forestville 21899 County Road 118 Preston MN 55965	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 -

2015 Historic Forestville Historic Site Interpreter I (Historic Site Guide) - Candidate Availability Form

Name _____

Please check the items that best describe your situation and provide the information requested. *Please note that it is not necessary to be available during all periods in order to be employed at the Historic Forestville Historic Site.* This information will assist management in assuring that all periods of the historic site's interpretive season are appropriately staffed.

1. **Spring Staff Training**, 3 to 4 days of mandatory training in late March. Dates to be determined for 2016.
2. **Spring & Fall School Tour Season**, April 20 - June 12 - Sept 8 - Oct. 30, Monday - Friday, usually between 8am and 3pm:

☐ Yes, I am available during this period.

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

☐ No, I am not available during this period.
3. **Spring Shoulder Season**, Saturdays May 2016

☐ Yes, I am available during this period.

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

☐ No, I am not available during this period.
4. **Regular Season**: May 23 - September 7, 2015, Open daily (Thursday-Sunday) and holidays, usually work a mixed schedule of weekdays, weekends 2-3 days a week, with the occasional group tour on non regular days. Living History special events Saturdays.

☐ Yes, I am available during this period.

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

☐ No, I am not available during this period.
5. **Fall Shoulder Season**, Saturdays September 2015, 9:30am to 5:15pm and group tours by appointment during the week September - November.

☐ Yes, I am available during this period.

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

☐ No, I am not available during this period.