

JOB TITLE:	#1211 Interpreter I
OPEN TO:	This job is open to all applicants.
LOCATION:	Mill City Museum
SALARY:	\$13.33 hourly minimum
STATUS & HOURS:	Part-time, regular (780 annual hours) position.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Museum Supervisors
POSTING DATE:	July 9, 2015
DEADLINE DATE:	Application materials must be received by July 23, 2015.
SUPPLEMENTAL FORMS:	REQUIRED FOR THIS POSITION.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to engage, educate, and entertain visitors to Mill City Museum and present lessons to school groups using a variety of interpretive and performance techniques to communicate historical information.

RESPONSIBILITIES: 1) learn and deliver content using a variety of interpretive techniques to engage and educate visitors to Mill City Museum; 2) learn and deliver basic school and youth programs; 3) study and master program related historical material; and 4) perform cleaning, maintenance, safety, security, and other tasks in support of ongoing operations.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Good oral communication skills.
- Demonstrated ability to work with a diverse public in an enthusiastic, friendly and open manner.
- Demonstrated ability to work as a team member.
- Flexibility to work a varied schedule of weekdays, weekends, and evening hours.

DESIRABLE QUALIFICATIONS:

- Experience working with children in an educational environment.
- Experience in museum or site interpretation, theater, or storytelling.
- Familiarity with issues of cultural diversity.
- Familiarity with U.S. history.

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 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 -



SUPPLEMENTAL AVAILABILITY FORM
#1211 INTERPRETER I, MILL CITY MUSEUM

Mill City Museum Interpreters work an average of 15-20 hours a week. Shifts vary in terms of length and starting time:

- **Mondays (July-August), Tuesday - Friday, Saturdays, and Holidays:** 9:45 a.m. to 5:00 p.m.
- **Sundays:** 11:45 a.m. to 5:00 p.m.
- **Evenings and event shifts:** generally scheduled after 5 p.m. with varied end times.

Are you readily available to work a combination of the days/hours listed above on a **year round basis**?
YES or **NO**

In addition to weekday audiences, interpretive work at Mill City Museum is also tourism based which means weekends and holidays tend to be extra busy. Because of this, we have a **weekend work requirement**. Availability for a minimum of two weekend shifts (both Saturdays and Sundays) per month is required. **Your application cannot be considered if you are unable to fulfill this requirement.**

Please use this grid to let us know about any shifts/days of the week that you are **frequently unavailable** by marking an **X** in the appropriate box.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
9:45 a.m. - 5:00 p.m.							
9:45 a.m. - 2:00 p.m.							
11:45 a.m. - 5:00 p.m.							
4:45 - 9:00 p.m.							

What are the maximum hours per week you are available to work? _____

What is the best way to reach you during daytime hours? _____

Interpreter Training Dates are scheduled for **September 8-12, 2015 from 9:45 a.m. - 5 p.m.** and attendance is mandatory. Will you be able to meet this requirement? _____

Applicant name: _____

Applicant signature: _____

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and this supplemental availability form to: Minnesota Historical Society, #1211 Interpreter I, MCM position, 345 Kellogg Boulevard West, St. Paul MN 55102-1906. Application materials must be received by the application deadline date of July 23, 2015.