

<b>JOB TITLE:</b>	#1221 Interpreter II
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906
<b>SALARY:</b>	\$14.11 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (728 annual hours) position.
<b>CLASSIFICATION:</b>	58L Service
<b>HIRING MANAGER:</b>	Program Manager II, Interpretive Programs
<b>POSTING DATE:</b>	August 20, 2015
<b>DEADLINE DATE:</b>	Application materials must be received by September 4, 2015.
<b>SUPPLEMENTAL FORMS:</b>	<b>REQUIRED FOR THIS POSITION.</b>

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter II to conduct various interpretive programs, provide customer service to patrons of the Minnesota History Center and its programs, and assist in the operation of the site by conducting specialized programs, participating in the planning and development of museum programs, and mentoring new staff.

**RESPONSIBILITIES:** 1) conduct Museum Lessons, History Player, and other specialized programs as assigned; 2) create a welcoming educational environment in the History Center exhibits by actively utilizing a variety of interpretive techniques and delivering strong customer service. ("Zone" work); 3) conduct object-based interpretive programs within the museum exhibits. (History a la Cart); 4) participate in the planning and development of museum programs; 5) assist in the daily operations of museum programs; and 6) conduct exhibit-based programs for school-aged audiences. (Grainland).

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Strong oral communications skills.
- Demonstrated experience in museum interpretation, theatrical performance, storytelling, or education.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Demonstrated strength in providing consistent, quality customer service.
- Ability to maintain professionalism in demeanor and appearance.
- Ability to work cooperatively with team members.
- Ability to master and troubleshoot technological aspects of program delivery including audiovisual (AV) equipment and presentation software.
- Must be able to work a varied schedule of weekday, weekend, and evening hours to meet assigned hours for position.
- Familiarity with Minnesota History.

**DESIRABLE QUALIFICATIONS:**

- Two or more years of experience in museum interpretation, theatrical performance, storytelling or education.
- College coursework in history, education, theater or related field.
- Experience using Google Suite of programs.
- Familiarity with History Center interpretive programs and exhibits.
- Demonstrated ability to solve problems independently in a dynamic and fluid work environment.

**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 -**

**2015 Work Availability Supplemental Form  
#1221 Interpreter II,  
Minnesota History Center**

**NAME:** \_\_\_\_\_  
(Please Print)

To be considered for the position, you must be available for the following dates/times for training.

Please initial by each date to indicate that you would be available:

Date	Time	Initial, if Available
Thursday, October 1	10:30 a.m. – 3 p.m.	
Friday, October 2	10:30 a.m. – 3 p.m.	
Monday, October 5	9 a.m. – 2 p.m.	
Tuesday, October 6	10:30 a.m. – 3 p.m.	
Wednesday, October 7	10:30 a.m. – 3 p.m.	
Thursday, October 8	10:30 a.m. – 3 p.m.	
Friday, October 9	10:30 a.m. – 3 p.m.	
Tuesday, October 13	10:30 a.m. – 3 p.m.	
Wednesday, October 14	10:30 a.m. – 3 p.m.	

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and this Work Availability Supplemental Form. Application materials must be complete and received by the application deadline date in order to be considered.