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| JOB TITLE: | #1251 Interpreter I (Historic Site Guide) |
| OPEN TO: | This job is open to all applicants. |
| LOCATION: | Historic Forestville |
| SALARY: | \$13.73 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: | January 22, 2016 |
| DEADLINE DATE: | Application materials must be received by February 19, 2016. |
| 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 the assigned 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 ability to master program information and present it according to interpretive or learning objectives.
- Demonstrated ability to master and apply a wide variety of interpretive techniques.
- Flexibility to adjust to changes in schedule and assignments.
- Demonstrated 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.
- Demonstrated ability to work successfully with diverse groups of people.
- Demonstrated ability to work on a team and lead others toward a common goal.

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.
- Demonstrated 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).
- Demonstrated ability to perform basic historical research.
- Demonstrated 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:

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| 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 -

2016 Historic Forestville Historic Site #1251 Interpreter I - Candidate Availability Form

Name _____

Date _____

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:** Mandatory training (times and agendas will be provided later)
New Hires Only - Wednesday, April 20
All Staff - Thursday, April 21 & Friday, April 22, 2016.

2. **Spring & Fall School Tour Season:** April 25 - June 10 & Sept 6 - Oct 28, Monday – Friday

_____ 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 7, 14, 21, 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 28 – September 5, 2016, Open daily (Thurs-Sun) and holidays, mix of weekdays, weekends with limited group tours and evening programs during non-core days.

_____ 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:

How many days a week would you prefer to work during this period? _____

_____ No, I am not available during this period.

5. **Fall Shoulder Season:** Saturdays - September 10, 17, 24, & October 1, 8, 15, 22, 29, 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.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and this candidate availability form to: #1251 Interpreter I, Historic Forestville position, Historic Forestville, 21899 County Road 118, Preston, MN 55965. **All application materials must be complete and received by the application deadline date in order to be considered.** EEO