

JOB TITLE:	#1263 Interpreter III, Lead – Split Rock Lighthouse
OPEN TO:	This job is open to all applicants.
LOCATION:	Split Rock Lighthouse, 3713 Split Rock Lighthouse Road, Two Harbors, MN 55616
SALARY:	\$15.52 hourly minimum
STATUS & HOURS:	Part-time, regular (624 annual hours) position. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	61L Service
HIRING MANAGER:	Program Manager I
POSTING DATE:	February 10, 2016
DEADLINE DATE:	Application materials must be received by March 16, 2016.
SUPPLEMENTAL FORMS:	REQUIRED FOR THIS POSITION.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter III, Lead to engage, educate and entertain visitors to Split Rock Lighthouse Historic Site, at an advanced level with limited oversight, and to support the training of interpretive staff, interns and volunteers.

RESPONSIBILITIES: 1) coordinate the daily operations of the site; 2) provide customer service to patrons of the historic site or museum and its programs; 3) assist in the daily operations of the historic site program; 4) conduct various programs that serve diverse historic site or museum audiences; 5) mentor new staff members as they learn program content and delivery techniques; 6) serve as a lead worker; 7) under the direction of the Site Manager III, Split Rock Lighthouse or Program Manager I provide day-to-day direction, assist in the hiring, training, and monitoring of interpretive staff, volunteers and interns including the on-going daily program, and special events; 8) provide oversight of the site operation and security in the absence of site management staff, as designated by the Program Manager I or Site Manager III, Split Rock Lighthouse; and 9) present programs off-site as part of outreach activities.

MINIMUM QUALIFICATIONS:

- High school diploma plus one year program experience or equivalent.
- Superior customer service skills in working with a diverse public, including children, teachers, senior citizens, people with disabilities, persons of different ethnic or cultural background, people of color, and professionals.
- Excellent oral communication skills.
- Ability to listen to members of the public and be responsive to inquiries and comments.
- Experience as a teacher or group leader working with diverse audiences.
- Ability to master program information and present it according to interpretive or learning objectives.
- Mastery of a wide variety of interpretive techniques.
- Mastery of a skilled craft and the ability to clearly explain it to the public.
- Ability to multi-task in a dynamic and demanding environment.
- Must be able to develop and maintain excellent relations with individuals and groups specific and not specific to the site's history.
- Ability to work effectively with limited supervision.
- Ability to speak in public, in order to interpret the history of the site and to promote its programs and effectively communicate with individuals and groups.
- Ability to plan, organize, implement and evaluate plans.
- Ability to understand and carry out written and oral instructions.
- Working knowledge of pertinent site related skills, operation and materials.
- Knowledge and ability to work with historic collections, material, and costuming.
- Ability to conduct research.
- Ability to climb stairs and be physically active and mobile for up to eight hours per day.
- Ability to work five days per week and weekends from May through October. Ability to work a flexible schedule and to adjust to changes in schedule and assignments.

DESIRABLE QUALIFICATIONS:

- Knowledge, experience and understanding of historic site management, interpretation and administration, American and Minnesota history.
- Knowledge of building, site maintenance and security methods, sufficient to monitor maintenance, supervise operations and maintain security.
- Knowledge of museum education, teaching practices, the history of lighthouses and navigational aids, North Shore and Great Lakes history.
- Certification in First Aid and CPR and ability to use a defibrillator.

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 Split Rock Lighthouse 3713 Split Rock Lighthouse Road Two Harbors, MN 55616	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 SEASON SUPPLEMENTAL NARRATIVE SHEET
#1263 INTERPRETER III, LEAD - SPLIT ROCK LIGHTHOUSE

Note the two different categories, "minimum" and "desirable" qualifications, listed on each position announcement.

- Below please list information supporting and describing your qualifications as called for under the "Minimum Qualifications" heading. If you need additional space use the back or attach an additional sheet.
- Note the listing of "Desirable Qualifications" for the position and list your responses below. Document your qualifications with descriptions of your skills, abilities and experience that are beyond the descriptions you already listed above.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, supplemental narrative sheet and supplemental availability form to: #1263 Interpreter III, Lead position, Minnesota Historical Society, Split Rock Lighthouse, 3713 Split Rock Lighthouse Road, Two Harbors, MN 55616. Applications must be received or postmarked no later than March 16th, 2016.

**2016 SEASON SUPPLEMENTAL AVAILABILITY FORM
ANTICIPATED SCHEDULE AVAILABILITY (BY MONTH)
#1263 INTERPRETER III, LEAD - SPLIT ROCK LIGHTHOUSE**

Name of staff or applicant: _____

- I. Part I concerns availability in the specific time periods that make up the season. The two middle columns, "yes/no" and "1-5", require your written responses for each time period listed.

Time period	Can work? Circle one	Available and wish to work this number of days per week (circle one)	Limitations/comments
May 14 – 31	Yes / No	1 – 2 – 3 – 4 – 5	
June	Yes / No	1 – 2 – 3 – 4 – 5	
July	Yes / No	1 – 2 – 3 – 4 – 5	
August	Yes / No	1 – 2 – 3 – 4 – 5	
Sept.	Yes / No	1 – 2 – 3 – 4 – 5	
Oct 1 – 23	Yes / No	1 – 2 – 3 – 4 – 5	

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