

<b>JOB TITLE:</b>	#1268 Interpreter I (Historic Site Guide) - Oliver H. Kelley Farm
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Oliver H. Kelley Farm, 15788 Kelley Farm Road, Elk River, MN 55330
<b>SALARY:</b>	\$13.73 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (624 annual hours) position. Weekly hours vary according to seasonal site needs.
<b>CLASSIFICATION:</b>	55L Service
<b>HIRING MANAGER:</b>	Program Supervisor
<b>POSTING DATE:</b>	February 12, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by March 7, 2016.
<b>SUPPLEMENTAL FORMS:</b>	<b>REQUIRED FOR THIS POSITION.</b>

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to engage, educate and entertain visitors through interpretive programming, to provide customer service and to assist in the daily operations of the Oliver H. Kelley Farm.

**RESPONSIBILITIES:** 1) provide interpretive services using a variety of interpretive and teaching techniques; 2) assist in the daily operations of the historic site and its programs; 3) receive, welcome, and orient visitors to the historic site grounds and facility; 4) study site related historical materials to enhance the delivery of the site's interpretive program; 5) utilize skill sets to effectively engage visitors and complete domestic activities; and 6) assist with the maintenance and protection of the site buildings, grounds, collections and costumes.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Strong interpersonal and oral communication skills.
- Experience in teaching, museum or natural history interpretation, or theater.
- Ability to perform heavy manual tasks related to gardening, agriculture and horticulture in outdoor programming areas in all types of weather conditions.
- Ability and flexibility to work a varied schedule of three - five consecutive days/week, including weekdays, weekends (Saturday/Sunday) and holidays. The bulk of the hours are scheduled between April 1 and Nov. 15.

**DESIRABLE QUALIFICATIONS:**

- College course work in history, education, agriculture, communications or a related field.
- Two years experience and knowledge of teaching, museum interpretation or public speaking.
- Ability to accurately portray rural life of the mid-nineteenth century in Minnesota through use of historical clothing, interpretive presentation and performance of historical farm work.
- Experience with retail sales, phone, and receptionist work.
- Knowledge of the history of the Kelley Family, the Grange, and Minnesota rural life 1850-1876.
- Knowledge of and experience with vegetable gardening.
- Working knowledge of mid-nineteenth century domestic skills, including using a wood stove, sewing, food preservation, etc.
- Knowledge of and experience with farm animals such as hogs, cattle and sheep.
- Knowledge of and experience with natural history interpretation.
- Experience working with a diverse audience of varying cultural backgrounds, ages and abilities.

**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>Oliver H. Kelley Farm</b> <b>15788 Kelley Farm Road</b> <b>Elk River, MN 55330</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 -**

**2016 MNHS Supplemental Employment Application Form  
#1268 Interpreter I (Historic Site Guide) – Oliver H. Kelley Farm**

**NAME:**

**DATE:**

Have you ever visited the Oliver Kelley Farm before?      If so, when?

Where did you hear about this job?

What date are you available to begin work (excluding the training dates)?

Spring Training Dates: (paid)	Available	Not available
Tuesday, April 5, 2016; 9:00 am – 5:00 pm		
Wednesday, April 6, 2016; 9:00 am – 5:00 pm		
Thursday, April 7, 2016; 9:00 am – 5:00 pm		
Friday, April 8, 2016; 9:00 am – 5:00 pm		
Wednesday, April 13, 2016; 9:00 am -5:00 pm		
Thursday, April 28, 2016; 9:00 am – 5:00 pm		

You must be able to work a varied schedule of 3-5 consecutive days/week, including weekdays, weekends, and Holidays starting April 5, 2016. What dates between April 5 and November 15 will you not be available to work due to prior commitments (school, vacation, other jobs, etc.)?

Summarize your prior experience in guiding tours, interpreting or public contact.

Summarize your experience in farming, animal husbandry, gardening, horticulture, domestic skills, arts, crafts, music or trades.

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Are you able to lift 50 pounds, walk up to 5 miles a day, and stand/work for long periods of time in heat, cold or rain?

Describe your skills and experience in sales, phone and office reception, or computer operation.

List any skills; training, work history or experience you possess which you feel would be beneficial in working as an Interpreter I at the Oliver Kelley Farm.

Briefly summarize why you are qualified to work as an Interpreter I at the Oliver Kelley Farm.

Why have you applied for this position?

**SIGNATURE:**

**DATE:**

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and this Supplemental Employment Application Form to: #1268 Interpreter I, Historic Site Guide, Minnesota Historical Society, Oliver Kelley Farm, 15788 Kelley Farm Road, Elk River, MN 55330. Application materials must be complete and received by the application deadline date. EEO