

<b>JOB TITLE:</b>	#1283 Interpreter I, Mill City Museum
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Mill City Museum, 704 South Second Street, Minneapolis MN 55401
<b>SALARY:</b>	\$13.73 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (780 annual hours) position. Weekly hours vary according to seasonal site needs.
<b>CLASSIFICATION:</b>	55L Service
<b>HIRING MANAGER:</b>	Museum Supervisor
<b>POSTING DATE:</b>	April 14, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by May 5, 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 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](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 -**



**SUPPLEMENTAL AVAILABILITY FORM**  
**#1283 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 **June 20-24, 2016 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](http://www.mnhs.org/jobs)), cover letter, resume and this supplemental availability form to: Minnesota Historical Society, #1283 Interpreter I, Mill City Museum position, 345 Kellogg Boulevard West, St. Paul MN 55102-1906. Application materials must be received by the application deadline date of May 5, 2016. EEO