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| JOB TITLE: | #1309 Museum Interpreter (Interpreter I) |
| OPEN TO: | This job is open to all applicants. |
| LOCATION: | History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906 |
| SALARY: | \$13.73 hourly minimum |
| STATUS & HOURS: | Part-time, regular (728 annual hours) position. |
| CLASSIFICATION: | 55L Service |
| HIRING MANAGER: | Program Manager II, Interpretive Programs |
| POSTING DATE: | July 22, 2016 |
| DEADLINE DATE: | Application materials must be received by August 5, 2016. |
| SUPPLEMENTAL FORMS: | REQUIRED FOR THIS POSITION. |

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Museum Interpreter to conduct educational programs that serve diverse audiences at the Minnesota History Center and to provide customer service to guests of the History Center Museum and its programs.

SUMMARY OF WORK: 1) conduct interpretive programs within museum exhibits; and support ongoing museum operations such as maintenance, safety, and cleaning; 2) create a welcoming educational environment in the History Center exhibits by actively utilizing a variety of interpretive techniques and delivering excellent customer service; 3) conduct 0-3 Museum Lessons, Theater Programs (History Player(s), Game Show(s), and Short Play(s), History Live Lessons, and/or Outreach programs (History on the Move, Museum Lesson Outreach) and other specialized programs as assigned; 4) study and master program and exhibit related historical materials; and 5) conduct exhibit-based programs for school-aged audiences.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong oral communication skills.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Demonstrated ability to provide consistent, quality customer service.
- Ability to maintain professionalism in demeanor and appearance.
- Ability to work cooperatively with team members.
- Must be able to work a varied schedule of weekday, weekend, and evening hours, which would average 14 hours per week.

DESIRABLE QUALIFICATIONS:

- Experience working with children in an educational environment.
- Experience in museum interpretation, theater, education, or storytelling.
- College coursework in history, education, theater or related field.
- 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), 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] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906 | 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 MNHS Supplemental Application Form
Museum Interpreter (Interpreter I)
Required Training Dates/Times**

ALL DATES ARE MANDATORY

Initial next to each day to confirm you would be available for training.

| Date | Time | Initials |
|--------------------|--------------|-----------------|
| September 13, 2016 | 10 am – 3 pm | |
| September 14, 2016 | 10 am – 3 pm | |
| September 15, 2016 | 10 am – 3 pm | |
| September 16, 2016 | 10 am – 3 pm | |
| September 19, 2016 | 9 am – 2 pm | |
| September 20, 2016 | 10 am – 3 pm | |
| September 21, 2016 | 10 am – 3 pm | |
| September 22, 2016 | 10 am – 3 pm | |

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