

JOB TITLE:	#1313 Interpreter II
OPEN TO:	This job is open only to current Interpreters at the History Center.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$14.53 hourly minimum
STATUS & HOURS:	Part-time, regular (1,248 annual hours) position.
CLASSIFICATION:	58L Service
HIRING MANAGER:	Program Manager II, Interpretive Programs
POSTING DATE:	July 29, 2016
DEADLINE DATE:	Application materials must be received by August 5, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to conduct various interpretive programs, provide customer service to patrons of the Minnesota History Center and its programs, and assist in the operation of the site by conducting specialized programs, and participating in the planning and development of museum programs.

SUMMARY OF WORK: 1) conduct 4-8 Museum Lessons, Theater Programs (History Player(s), Game Show(s), Short Play(s)), History Live Lessons, and/or Outreach programs (History on the Move, Museum Lesson Outreach) and other specialized programs as assigned; 2) conduct object-based interpretive programs within the museum exhibits. (History a la Cart); 3) create a welcoming educational environment in the History Center exhibits by actively utilizing a variety of interpretive techniques and delivering strong customer service. ("Zone" work); 4) conduct exhibit-based programs for school-aged audiences. (Grainland); 5) participate in the planning and development of museum programs; and 6) assist in the daily operations of museum programs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Current status as an Interpreter I at the History Center.
- Familiarity with History Center interpretive programs and exhibits, including satisfactory performance in at least 3 museum lessons, History Live lessons, and/or theater programs.
- Strong oral communications skills.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Demonstrated strength in providing consistent, quality customer service.
- Ability to maintain professionalism in demeanor and appearance.
- Ability to work cooperatively with team members.
- Ability to master and troubleshoot technological aspects of program delivery including audiovisual (AV) equipment and presentation software.
- Must be able to work a varied schedule of weekday, weekend, and evening hours to meet assigned hours for position.

DESIRABLE QUALIFICATIONS:

- Two or more years of experience in museum interpretation, theatrical performance, or education.
- 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 a letter of interest to Annie Johnson, annie.johnson@mnhs.org, or Annie Johnson, Program Manager II, Interpretive Programs, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906, #1313 Interpreter II position. Application materials must be received by the application deadline date in order to be considered. EEO

**Applications will be acknowledged
- No phone calls please -**