

JOB TITLE:	#1314 Interpreter III
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:	\$15.52 hourly minimum
STATUS & HOURS:	Part-time, regular (1,248 annual hours) position OR Full-time, regular (1,820 annual hours) position. <i>*Please state desired hours in letter of interest.</i>
CLASSIFICATION:	61L 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 III 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, participating in the planning and development of museum programs, and mentoring new staff.

SUMMARY OF WORK: 1) conduct 9+ 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. At least 6 of these programs must be from a single category; 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) serve as lead and mentor to Interpreter I and II staff members in core programs and essential skills building; 6) participate in the planning and development of museum programs; and 7) assist in the daily operations of museum programs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Demonstrated satisfactory performance in delivering at least 8 Level II Interpreter programs at the History Center.
- Demonstrated ability to work independently and to complete assignments in a timely manner.
- Demonstrated ability to adjust program length and format to accommodate diverse venues and client requests.
- Strong oral communications skills.
- Demonstrated strength 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 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:

- Demonstrated superior or outstanding performance in delivering Level II Interpreter programs at the History Center.
- College coursework in history, education or related field.
- Two or more years direct experience in museum interpretation, educational theater performance or storytelling.
- Valid driver's license and ability to safely drive different vehicles (stations wagons, mini-vans, etc).
- Demonstrated ability to solve problems independently in a dynamic and fluid work environment.

TO APPLY: Submit a letter of interest (please state desired hours) 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 -**