

<b>JOB TITLE:</b>	#1320 Interpreter I
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Alexander Ramsey House, 265 South Exchange Street, St. Paul, MN 55102
<b>SALARY:</b>	\$13.73 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (208 annual hours) position. Weekly hours vary according to seasonal site needs.
<b>CLASSIFICATION:</b>	55L Service
<b>HIRING MANAGER:</b>	Site Supervisor
<b>POSTING DATE:</b>	August 25, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by September 8, 2016.
<b>SUPPLEMENTAL FORMS:</b>	<b>REQUIRED FOR THIS POSITION.</b>

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I at the Alexander Ramsey House to engage, educate and entertain visitors and to present historical information to school groups and the general public using a variety of interpretive and performance techniques and to assist in the operation of the Ramsey site.

**SUMMARY OF WORK:** 1) interpret accurately the history of the Ramsey site, which includes the family, household, neighborhood, St. Paul and Minnesota from 1872 – 1890; 2) entertain and educate visitors in the historical content by using a variety of interpretive techniques; 3) provide high quality customer service in the reception, welcoming, and orientation of visitors while providing for their individual needs; 4) learn and study site manual and program-related materials provided by site program staff while contributing and operating within the larger interpreter team as assigned; 5) assist in the maintenance, organization and protection of the historic site, grounds, facility, and collections so that site is well maintained and secure; 6) perform sales and admissions services and assists with site clerical tasks as assigned; and 7) perform limited cleaning and other duties as assigned in support of ongoing operations.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Knowledge of state and local Minnesota History and Victorian era.
- Strong oral communication skills and some ability to perform theatrical interpretation.
- Demonstrated experience in museum interpretation, theatrical performance, storytelling, or experience.
- Demonstrated experience working with children in an educational environment.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Ability to work cooperatively with team members.

**DESIRABLE QUALIFICATIONS:**

- Demonstrated experience in high-level customer service environment; and/or special event environment.
- Ability to perform some manual tasks.
- College coursework in history, theatre, education, or related field.
- Ability to perform in theatrical interpretation.

**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 -**

**2016 SUPPLEMENTAL APPLICATION FORM  
MINNESOTA HISTORICAL SOCIETY  
ALEXANDER RAMSEY HOUSE  
STAFF AVAILABILITY WORKSHEET**

Your name: \_\_\_\_\_

The Christmas season will officially begin on November 25th, or “Black Friday.” However, we may have tours before the “official” start date.

Public holiday tours will be scheduled Wednesday through Sunday. Unless an earlier start time is indicated, arrive at 9:30 A.M. Wednesday through Saturday, 11:30 A.M. Sunday. Shifts for public tours last until approximately 4:45 P.M. You may be asked to stay late to help with special projects (like baking cookies) or to work an evening event. Please mark on the availability sheet if you are not able to stay later. Private tours and special events may be scheduled any day of the week. Start times and shift lengths vary.

**Note:** We cannot guarantee a work schedule that exactly meets the desires of each individual. In order to serve our visitors, we must have sufficient guides to work each open or booked day. Should you be scheduled for a day you find you are unable to work, you will be required to notify your supervisor in advance so that a replacement can be found.

*Instructions:*

Place an “X” through any date you cannot work.

2016 Holiday Season  
Staff Availability Worksheet

November 2016

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving CLOSED	25 “Official” start Victorian Xmas!	26
27	28	29	30			

December 2016

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1 Tentative Evening Event	2	3
4	5	6	7	8 Tentative Evening Event	9	10
11	12	13	14 9:00 School tour	15 Tentative Evening Event	16	17
18	19	20	21	22 Tentative Evening Event	23	24 Christmas Eve OPEN
25 Christmas Day CLOSED	26	27	28	29	30	31 New Year's Eve OPEN

January 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1 New Year's Day OPEN Last Day of Victorian Xmas!!						