

JOB TITLE:	#1327 Interpreter I
OPEN TO:	This job is open to all applicants.
LOCATION:	James J. Hill House, 240 Summit Avenue, St Paul, MN 55102
SALARY:	\$13.73 hourly minimum
STATUS & HOURS:	Part-time, regular (624 annual hours) position. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Program Supervisor
POSTING DATE:	September 21, 2016
DEADLINE DATE:	Application materials must be received by October 5, 2016.
SUPPLEMENTAL FORMS:	REQUIRED FOR THIS POSITION.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I at the James J. Hill 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 Hill House site.

SUMMARY OF WORK: 1) interpret accurately the history of the Hill House site, which includes the family, household, neighborhood, St. Paul and Minnesota from 1891-1921; 2) entertain and educate visitors in the historical content by using a variety of interpretive techniques; 3) provide high quality customer service in the reception, welcoming, and orientation of visitors while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 assist with site clerical tasks as assigned; 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), 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:

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 Holiday Season
#1327 Interpreter I, James J. Hill House
Staff Availability Worksheet

Your name: _____

December is the one of the Hill House's busiest months of the year with public tours, our weekend holiday program, rental events, and public programs in the evenings.

The Hill House's public tour program runs Wednesday through Sunday year-round. Although the Hill House does not offer public tours on Mondays and Tuesdays, you may be asked to come in for cleaning, project work, or private tours those days. You will also be expected to work evening events such as concerts, lectures, and corporate holiday parties. Please mark your evening availability as well as your daytime availability on the availability sheet for each day in December (including evenings when we don't currently have an event scheduled).

While an Interpreter I will average 12 hours of work per week, that is a yearly average. You will likely be asked to work more than that during busy months and less during quiet months. Shift times also vary daily and can range from a 3 hour shift to an 8 hour shift, but you will not be asked to lead more than three tours in one day (unless you choose to work additional shifts).

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 are required to let your supervisor know ASAP so a replacement can be found.

Instructions:

Place an "X" through any date you cannot work on the following November and December calendars. If you have given availability to another MNHS site, circle that date and indicate the number of hours you expect to work at the other site. For December, please X day and/or evening as applicable.

Example: Interpreter can work evening shift but not day shift.

Thu
1
X
<hr/>
Tentative Evening Event

Example: Interpreter can work day shift but not evening shift.

Thu
1
<hr/>
Tentative Evening Event
X

(Please submit the worksheet with your application for employment)

2016 Holiday Season
#1327 Interpreter I, James J. Hill House
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 Open	26
27	28	29	30			

December 2016

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