

<b>JOB TITLE:</b>	#1333 Interpreter I, Minnesota State Capitol
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Minnesota State Capitol, 75 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155
<b>SALARY:</b>	\$13.73 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (624 annual hours) position.
<b>CLASSIFICATION:</b>	55L Service
<b>HIRING MANAGER:</b>	Site Supervisor
<b>POSTING DATE:</b>	October 14, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by October 28, 2016.
<b>SUPPLEMENTAL FORMS:</b>	<b>REQUIRED FOR THIS POSITION.</b>

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to educate visitors and school children about Minnesota history, state government and the art, architecture, and history of the Minnesota State Capitol; to stimulate interest in the political process; to provide information and limited sales to the public; and to assist in the operation of the site.

**SUMMARY OF WORK:** 1) conduct interpretive programs and tours of the Capitol for the visiting public; 2) staff the information desk to maintain, update, and provide information to a variety of publics; 3) communicate to a variety of audiences with diverse interests, abilities, disabilities, and languages in a manner which enhances their understanding, interest and enthusiasm in the site; 4) study site related materials to enhance the delivery of site's interpretive program; 5) Perform sales and clerical tasks; 6) assist in the protection of the historic site facility and collections and the safety of the visiting public; and 7) participate in and assist other staff during special events or programs, including room set up and clean up.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Strong interpersonal and oral communication skills.
- Experience in working with children in an educational environment.
- Demonstrated experience in theatrical performance, museum interpretation, storytelling or teaching.
- General understanding of the role art, architecture, Minnesota history and state government play at the State Capitol.
- Ability to perform physically demanding tasks including lifting and moving items weighing up to 25 pounds.
- Ability to attend mandatory training dates.
- Ability to work a varied schedule of weekdays, weekends (both Saturday/Sunday) 1 to 2 weekends/month, holidays and occasional evenings on a rotating basis.

**DESIRABLE QUALIFICATIONS:**

- College course work in education, theater, history or a related field.
- Strong knowledge of one or more of the major interpretive themes of the Capitol (art, architecture, Minnesota history and state government).
- Extensive knowledge and experience in theatrical performance, museum interpretation, storytelling or teaching.
- Familiarity with issues of cultural diversity.
- Demonstrated experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Demonstrated ability to provide consistent, high-quality customer service.

**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 -**

**#1333 INTERPRETER I, MINNESOTA STATE CAPITOL  
SUPPLEMENTAL FORM**

1. **Write a one page statement** describing your interest, experience and training in the themes of the Capitol and in museum interpretation; your background as it relates to communicating, educating, and entertaining people; and why you would like this position.
2. Include instructions for reaching you by telephone during the day

**PLEASE READ CAREFULLY AND ANSWER EACH QUESTION:**

Interviews will be scheduled with applicants who have appropriate qualifications and experience. Consideration of the candidates chosen for interviews will also relate to the applicant’s availability to work a minimum of:

- Four (4) shifts weekdays (Monday-Friday).
- Four (4) shifts weekdays April – June, (Monday-Friday).
- One (1) week-end shift per month.

1. Mark an “X” in the white blocks for each of the shifts that you are available to work.

	(12:45-4)				(9:45-3)		
SHIFT TIMES	SUN	MON	TUE	WED	THU	FRI	SAT
8:45 - 1:00							
8:45 - 4:00							
9:45 - 2:00							
11:45 - 3:00							
12:45 - 5:00							

2. Circle the maximum hours you are available to work on weekdays. 16    20
3. Are you available to work weekends on a rotating basis? YES    NO
4. Are you available to work occasional evening hours? YES    NO
5. Are you available to work on holidays? YES    NO
6. Will your April- June availability remain constant? YES    NO  
If **NO**, please explain.

7. **Availability for all training hours is required.** Your application will not be considered if you are unable to attend the training sessions listed below.

**INITIAL EACH DATE TO CONFIRM THAT YOU WILL BE AVAILABLE FOR THESE TRAINING DAYS IN December 2016.**

Thursday, December 8                      9:00-3:00 \_\_\_\_\_  
 Friday, December 9                        9:00-2:00 \_\_\_\_\_  
 Thursday, December 15                    9:00-3:00 \_\_\_\_\_  
 Friday, December 16                        9:00-3:00 \_\_\_\_\_  
 Monday, December 19                      9:00-3:00 \_\_\_\_\_  
 Tuesday, December 20                     9:00-3:00 \_\_\_\_\_  
 Wednesday, December 21                9:00-3:00 \_\_\_\_\_  
 Thursday, December 22                  9:00-3:00 \_\_\_\_\_  
 Dec. 28 or Dec. 29 or Dec. 30            3 hours \_\_\_\_\_

\_\_\_\_\_  
Applicant’s Signature