

<b>JOB TITLE:</b>	#1344 Historic Site Guide (Interpreter I) – Mille Lacs Indian Museum
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Mille Lacs Indian Museum, 43411 Oodena Drive, Onamia, MN 56359
<b>SALARY:</b>	\$13.73 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (364 annual hours) position working 15-20 hours per week from March through October. Weekly hours vary according to seasonal site needs.
<b>CLASSIFICATION:</b>	55L Service
<b>HIRING MANAGER:</b>	Program Supervisor
<b>POSTING DATE:</b>	January 11, 2017
<b>DEADLINE DATE:</b>	Application materials must be received by February 1, 2017.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Historic Site Guide (Interpreter I) to engage, educate and entertain visitors at the Mille Lacs Indian Museum.

**SUMMARY OF WORK:** 1) conduct various programs that serve diverse historic site audiences, 2) provide customer service to patrons of the historic site and its programs; and 3) assist in the daily operations of the historic site.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Strong oral communication skills.
- Demonstrated ability to listen to public and be responsive to inquiries and comments.
- Experience working with diverse audiences of varying cultural backgrounds, ages and abilities.
- Ability to master and apply a wide variety of interpretive techniques.
- Demonstrated ability to master program information and program activities.
- Demonstrated ability to speak in front of large groups.
- Demonstrated ability to understand and carry out written and oral instructions.
- Flexibility to adjust to changes in schedule and assignments.
- Must be able to work a varied schedule of two - five days/week, including weekdays, weekends, and holidays, with the bulk of those hours occurring from April through October.

**DESIRABLE QUALIFICATIONS:**

- Some college course work in history or a related field.
- Experience as a teacher or group leader working with children.
- Extensive knowledge and experience in teaching, museum interpretation, theatrical performance or storytelling.
- Strong customer service experience and skills.
- Knowledge of American Indian arts and crafts.
- Knowledge of Minnesota history and the cultural diversity of the state.
- Knowledge of the Mille Lacs Band of Ojibwe.

**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> Mille Lacs Indian Museum 43411 Oodena Drive Onamia, MN 56359	<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> 320-532-3632
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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 -**