

JOB TITLE:	#1138 Interpreter I
OPEN TO:	This job is open to all applicants.
LOCATION:	Charles A. Lindbergh Historic Site, 1620 Lindbergh Drive South, Little Falls, MN 56345.
SALARY:	\$13.33 hourly minimum
STATUS & HOURS:	Part-time, regular (208 annual hours) position
CLASSIFICATION:	55L Service
HIRING MANAGER:	Site Supervisor
POSTING DATE:	July 10, 2014
DEADLINE DATE:	June 24, 2014
SUPPLEMENTAL FORMS:	REQUIRED AND ATTACHED

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Interpreter I to provide interpretive and educational programming to visitors at the Charles A. Lindbergh Historic Site.

RESPONSIBILITIES: 1) Give interpretive tours and conduct school programs at the Charles A. Lindbergh home; 2) operate the museum store resale program; 3) greet museum visitors and clients in a courteous, efficient and attentive manner when they arrive at the site; 4) monitor museum building and grounds for cleanliness and safety of visitors, making sure problems are attended to promptly; 5) demonstrate and/or describe special interpretive activities to visitors; 6) participate in and assist other staff during special events or programs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong interpersonal and oral communication skills; ability to effectively deliver verbal presentations.
- Ability to listen to public and be responsive to inquiries and comments.
- Ability to master program information and present it according to interpretive or learning objectives.
- Ability to master and apply a wide variety of interpretive techniques.
- Flexibility to adjust to changes in schedule and assignments.
- Ability to understand and carry out written and oral instructions.
- Must be able to attend mandatory training sessions and work a varied schedule of 2-4 days/week, including weekdays, weekends and holidays from April through October.

DESIRABLE QUALIFICATIONS:

- Some college course-work in history, education or a related field.
- Knowledge of Minnesota history and an ability to learn about Charles A. Lindbergh and site related history.
- Demonstrated ability to perform basic historical research.
- Demonstrated ability to operate electronic equipment such as cash registers and audio-visual equipment.
- Experience as a teacher or group leader working with children.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Experience with acting, storytelling or musical performance abilities that can be used in interpretive programs.
- Knowledge of Charles A. Lindbergh, his contributions to aviation, medicine, the environment and his family.

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] Charles A. Lindbergh Historic Site 1620 Lindbergh Drive South Little Falls, MN 56345	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 320-616-5423
---	--	--

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 -

2014-2015 Charles A. Lindbergh Historic Site Interpreter I - Candidate Availability Form

Name _____

Please check the items that best describe your situation and provide the information requested. *Please note that it is not necessary to be available during all periods in order to be employed at the Charles A. Lindbergh Historic Site.* This information will assist management in assuring that all periods of the Lindbergh site's interpretive season are appropriately staffed. **These dates are in addition to Mandatory Site Guide Training that occurs each spring.**

1. **Regular Season:** April - September 1, 2014, Open daily (Thursday-Sunday) and holidays, usually work a mixed schedule of weekdays, weekends 2-3 days a week, with the occasional group tour on non regular days.

_____ Yes, I am available during this period.

_____ Yes, I am available for some days during this period, but not all. Please list the days not available:

_____ No, I am not available during this period.

2. **Fall Shoulder Season,** Saturdays, September 2014, 9:30am to 5:15pm and group tours by appointment during the week September - November.

_____ Yes, I am available during this period.

_____ Yes, I am available for some days during this period, but not all. Please list the days not available:

_____ No, I am not available during this period.

3. **Spring School Tour Season,** April - June 15, 2015, Monday - Friday, usually between 8am and 3pm.

_____ Yes, I am available during this period.

_____ Yes, I am available for some days during this period, but not all. Please list the days not available:

_____ No, I am not available during this period.

4. **Spring Shoulder Season,** Saturdays, May 2015, 9:30am to 5:15pm.

_____ Yes, I am available during this period.

_____ Yes, I am available for some days during this period, but not all. Please list the days not available:

_____ No, I am not available during this period