



**Title:** Program Associate - loway Farm  
**Classification:** Part-Time, non-exempt  
**Department:** Programming  
**Reports to:** Co-Director of Programming

**JOB SUMMARY:**

The program associate for the loway Farm assists Living History Farms in achieving its mission: to educate, entertain, and connect people of all ages to Midwestern rural life experiences. This position regularly interacts with the museum's guests, explaining through demonstrations the cultural stories, traditional lifestyles, and domestic and agricultural skills of the loway indigenous people. The associate creates an inclusive learning atmosphere and inspires an appreciation of pre-and post-European contact Indigenous history. The associate works with historic domestic tools, garden tools, traditional and modern crafting items, and natural resources.

**Specific Duties:**

- Provides excellent customer service to museum guests, interacting with the public.
- Demonstrates through planned activities and interpretation programming the life and culture of the loway peoples pre and post European/white contact, with inclusivity and cultural sensitivity.
- Interprets and shares cultural stories of modern loway nation and its people.
- Reads and understands historical and agricultural source material as provided.
- Communicates information with cultural awareness and sensitivity, creating a safe learning space for all ages. Directs guests' curiosity and interests to provoke thoughtful consideration of indigenous culture and experiences.
- Leads seasonal education programming as assigned, for adults and children, including enrichments, adult education classes, day camp, tour groups and other programs.
- Assists in the development and scheduling of daily demonstrations, hands-on activities and special event activities in the areas of cultural traditions and daily domestic life, including native traditional crafts, foodways, gardening, and material culture. Events include, but are not limited to, Indigenous lowans Day.
- Conducts assigned research and development of activities to enhance the interpretation of the loway culture, including their traditional crafting, foodways, and agricultural skills as well as the modern loway nation and their efforts to preserve their culture.

- Develops skill in demonstrating processes and equipment relating to the loway in the 18<sup>th</sup> and 19<sup>th</sup> centuries, including cultural traditions, agricultural processes, foodways (including open fire cooking), crafts such as pottery, weaving, basket/mat braiding, fire-starting, tool making, etc.
- Follows and develops program outlines and appropriately uses artifacts, reproduction clothing and research to teach education programs. Studies written training materials.
- Purchases supplies and materials for demonstrations, activities and classes within the parameters of the site/program budget, as approved by the department director.
- Conducts routine site upkeep including minor site structural repairs, tool/equipment maintenance, weed trimming, wood gathering, and gardening, according to museum guidelines.
- Maintains and monitors strict safety guidelines for equipment, activities and programs, ensuring safe practices by all site interpreter associates.
- Coordinates use of on-site artifacts according to museum guidelines.
- Other duties as assigned.

#### **Supervisory Responsibility:**

- Assists in evaluation process of seasonal staff and interns, as assigned.
- In coordination with the Department Director, trains other site interpreter associates, interns and volunteers, to carry out interpretive programs and to provide excellent customer service to museum guests.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Consistent attendance and scheduling flexibility is an essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION & SKILLS:**

- Ability to communicate and work effectively with others, both staff and volunteers. Must be able to work independently or as part of a team to deliver quality educational programming.
- Bachelor's Degree in related field.
- Enjoys working with the general public, and people of all ages, especially children.
- Possesses excellent communication (verbal and written) skills.
- Knowledge of making traditional indigenous crafts (for example, house-construction, baskets, pottery, clothing, etc.) is helpful, but not required.
- Displays a willingness to learn, and a "can do" mentality.
- Research skills in both digital sources and library/archive settings.
- Approaches situations with creative, analytical and problem-solving skills.
- Demonstrates exceptional customer service skills.

- Enjoys working in a dynamic, fast-paced, team-oriented workplace.
- Demonstrates an ability to work independently, following through on tasks to completion.
- Is comfortable working outdoors, sometimes in adverse conditions such as heat, rain, etc. During the touring season, this person will be assigned to an outdoor site without air-conditioning.
- Able to perform physical tasks (lift 50 lbs.) with physical mobility.
- Has experience with computer programs, such as the Microsoft Office package.
- Successfully passes a criminal background check.

**Position Hours:**

The work environment includes standing much of the day and working primarily outdoors during the general touring season while wearing modern service clothing provided by Living History Farms. The work schedule will vary from winter to the general touring season. Hours will generally average 20 hours weekly Thursday-Saturday. Summer touring season days are scheduled from 8:45 am – 4:15 pm approximately. Winter work days may include night programming and will be dependent on museum needs. Historic Site work environment requires standing for long periods of time, often working in outdoor environment including heat/cold.

**General Information:**

Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and re-create the daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. For more information, please visit [www.LivingHistoryFarms.org](http://www.LivingHistoryFarms.org).

**Application procedure:**

Send resume and cover letter with LHF application to:

Living History Farms - Email: [rhaus@lhf.org](mailto:rhaus@lhf.org)  
2600 111<sup>th</sup> Street  
Urbandale, IA 50322  
FAX: (515) 278-9808