



Title: Program Associate—Iowa Immigrant stories
Classification: Part-Time, non-exempt
Department: Programming
Reports to: Co-Director of Programming

JOB SUMMARY:

The program associate for the Flynn Farmstead 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 and historic skills of Iowa immigrants from several cultural traditions at the Flynn Mansion and Tangen Home. The associate creates an inclusive learning atmosphere and inspires an appreciation of cultural history. The associate works with historic domestic tools such as wood stoves, cleaning equipment, needlework and decorative arts items, and garden tools, and assists with the care of small livestock or poultry.

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 Flynn Family, Farm and Business employees, as well as telling the story of other immigrant cultures present in rural Iowa in the 1870s such as the Norwegian cultural tradition represented at the 1876 Tangen Home.
- Serves as a cook or host for foodways programs at both historic homes (dinners, teas, classes) typically after the general touring season ends from late October-early April.
- 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 other cultures 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 Victorian-era textiles and traditional domestic crafts, foodways, gardening, and household material culture. Events include, but are not limited to, Victorian Funeral, Emancipation Day, Election Day and Independence Day.

- Conducts assigned research and development of activities to enhance the interpretation of the immigrant experience of Iowa in the 1870s and their cultures, including the Flynn Family, Walnut Hill Farm and domestic workers, and the Tangen Home family.
- Develops skill in demonstrating processes and equipment relating to the immigrant households of the 19th century, including cultural traditions, agricultural processes, foodways (including wood stove cooking/food preservation), domestic housekeeping, textiles, gardening, and poultry care.
- 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 cleaning of household interiors and equipment, gardening, and care of poultry, according to museum guidelines.
- Maintains and monitors strict safety guidelines for equipment, activities and programs, ensuring safe practices by all site interpreter associates. This includes operating commercial grade food mixers, convection ovens, garden tillers, and wet/dry vacuums.
- Coordinates use of on-site artifacts and protocols for safe small-livestock (i.e. chickens) handling 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.
- 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 reproduction historic period 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.

Application procedure:

Send resume and cover letter with LHF application to:

Living History Farms - Email: rhaus@lhf.org
 2600 111th Street
 Urbandale, IA 50322
 FAX: (515) 278-9808