Title: Program Associate (Walnut Hill)
Position Classification: Part-time, hourly, Non-Exempt
Department: Programming
Reports to: Director(s) of Programming
Wage range: $13.00-$14.00 per hour

Position Summary:
The Program Associate Assists Living History Farms in achieving its mission to educate and connect all peoples to the many stories of Midwestern rural heritage. This position interprets daily life and culture in the fictitious 1876 town of Walnut Hill comprised of historic homes, shops, and trade sites. This position provides historical interactions including hands-on activities, to museum guests in a primarily outdoor environment. The Program Associate demonstrates tools and machinery, explains artifacts and processes to general visitors on a daily basis, and provides excellent customer service.

Essential Duties & Responsibilities:

- Provides excellent customer service to museum guests whenever interacting with the public. Ensures an inclusive and welcoming experience for all with the ability to create safe spaces for learners of all ages.
- Demonstrates and interprets daily historic activities (may include historic retail processes, 19th century medical or cultural traditions, food preparation and food preservation, gardening with hand tools, handcrafts or sewing, use of period trades machinery etc.) for school tours, day camp groups, adult tour groups, and the general public.
- Wears reproduction period clothing provided by the museum while working at the historical site.
- Conducts hands-on education programs for LHF Day Camps, children’s enrichments, and adult education classes, as assigned.
- Encourages general visitors, especially children, to participate in interactive activities, including scheduled hands-on activities.
- Maintains and monitors strict museum safety guidelines for site.
• Guides activities of staff as assigned (including college interns and volunteers).
• Assists with routine site maintenance and cleaning—may include gardening or livestock chores.
• Studies and understands historical resource materials and other information provided.
• Performs work with integrity and exercises professional judgement and sound decision making.
• Cross-trained to interpret at several sites, as assigned.
• Performs other duties as assigned.

**Supervisory Responsibilities:**
This position may guide specific activities of assigned staff (including college interns and volunteers) during the general touring season.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most buildings are not climate-controlled. This position requires outdoor work in a variety of conditions. Work may be performed in dusty/dirty environments; in poorly lit areas; near open fires. The noise level in the workplace varies from quiet to noisy.

**PHYSICAL REQUIREMENTS:**
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 or commensurate experience.
• Enjoys working with the general public, and people of all ages, especially children.
• Possesses excellent communication (verbal and written) skills.
• Displays a willingness to learn, and a “can do” mentality.
• 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.
• Must be comfortable working outdoors, sometimes in adverse conditions such as heat, rain, etc. (Most buildings are not climate-controlled.)
• 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:**
This position’s work schedule will average 20-28 hours a week year-round. During touring season (May-October), workdays usually fall Tuesdays through Saturdays from 8:45 am – 4:15 pm. Off-season days will include more Sunday and evening hours. 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 accredited by the American Alliance of Museums. It’s mission as an interactive outdoor museum is to educate and connect all peoples to the many stories of Midwestern rural heritage. All staff are required to uplift our mission, advance the museum’s core values in their work and consistently provide professional interactions with the public and co-workers with excellence. Living History Farms 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  
Attn: Janet Dennis  
2600 111th Street  
Urbandale, IA 50322  
Email: jdennis@lhf.org