Title: Program Associate—1900 farm/1850 Farm Domestic Lead
Classification: Full time, non-exempt
Department: Programming
Reports to: Director of Interpretation Programs
Wage Range: $13-$17 per hour

JOB SUMMARY:
The 1900 farm/1850 Farm Domestic Lead Program Associate 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 museum guests, explaining through demonstrations the cultural stories and historic skills of Iowa farming families at Living History Farms. The associate creates an inclusive learning atmosphere and inspires an appreciation of cultural history. The associate works with historic domestic tools, such as woodstoves, treadle sewing machines, open hearth bake ovens, modern and historic cleaning equipment, needlework and decorative arts items, and garden tools, as well as assisting with care of livestock or poultry.

Essential Duties and Responsibilities:
- Provides excellent customer service to museum guests, whenever interacting with the public.
- 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.
- Demonstrates through planned activities and interpretation programming the life and culture of farmers and their families in 1850 and/or 1900.
- Reads and understands historical and agricultural source material as provided.
- Leads seasonal education programming as assigned, for adults and children, including explorations, adult education classes, day camp, tour groups and other programs.
- Develops skill in demonstrating processes and equipment related to a 19th century farm families in their home and on the farm, including cultural traditions, foodways (cooking/food preservation), domestic house-keeping, textiles, gardening, poultry care.
- 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. Events include but are not limited to a 1850 era Wedding, Grain Harvest, Emancipation Day, Election Day and Independence Day.
- Under direction of the Historic Foodways coordinator, carries out scheduled foodways demonstrations during the summer season.
- Conducts assigned research and development of domestic household activities (textiles, crafts, house-keeping, cultural traditions) to enhance the interpretation of Iowa’s farming families.
• Purchases supplies and materials for demonstrations, activities and classes within the parameters of the program budget, as approved by department directors.

• Conducts routine site upkeep including cleaning of household interiors and equipment, gardening, and care of poultry and other farm livestock as assigned, according to museum guidelines. Maintains site period atmosphere, kitchen cleanliness, and storage space organization.

• Maintains and monitors strict safety guidelines for equipment, activities and programs, ensuring safe practices by all site interpreter associates. This includes commercial grade food preparation equipment, convection ovens, garden tillers, wet/dry vacuums.

• Collaborates with other Agricultural farm team members to ensure 1850 and 1900 programs, including livestock care and garden plantings are conducted under museum best practices, budget parameters.

• Masters provided training on Living History Farms internal procedures to safely handle small livestock, such as chickens and sheep.

• Serves as a cook and host for foodways programs at LHF’s historic kitchens (dinners, teas, classes) typically after the general touring season ends from late October-early April.

• Other duties as assigned. May be cross trained to work at other historic museum sites, depending on museum needs.

**Supervisory Responsibility:**

• Assigns and monitors sites tasks of seasonal staff, volunteers, and interns.

• Assists in evaluation process of seasonal staff and interns, as assigned.

• In coordination with Department Director and Historic Foodways Coordinator, trains other site interpreter associates, interns and volunteers, to carry out interpretive programs and to provide excellent customer service to museum guests.

**Work Environment and Physical Requirements:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most buildings this associate will work in are not climate controlled. The position will be standing much of the day and working both inside and outside historic buildings while wearing reproduction period clothing provided by Living History Farms. The position requires some outdoor work in a variety of conditions. Work may be performed in dusty/dirty environments; in poorly lit areas; near open fires; working directly with animals, their food and waste. The noise level in the workplace varies from quiet to noisy. Essential duties may include working while sitting, standing, bent over or kneeling; may involve some lifting and moving of objects; standing for extended periods; climbing stairs, ladders, companionways, and/or gangways. Must be able to lift 50 pounds.

**EDUCATION and 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.

• Demonstrate exceptional customer service skills

• Enjoy working with the general public, and people of all ages, especially children

• Possesses excellent communication (verbal and written) skills

• Display a willingness to learn, and a “can do” mentality
• Approach situations with creative, analytical and problem-solving skills
• Experience with gardening, food preparation, textile crafts preferred.
• Enjoy working in a dynamic, fast-paced, team-oriented workplace
• Demonstrate an ability to work independently, following through on tasks to completion
• 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
• Bachelor’s Degree or commensurate experience in related field
• Have experience with computer programs, such as the Microsoft Office package
• Successfully pass a criminal background check

**Position Hours**
Work schedule will average 35-40 hours weekly. Summer touring season days will include Tuesday through Saturdays from 8:30 am – 4:15 pm approximately. Winter program schedule is generally Wednesday through Sunday, with evening and weekend programs. Consistent attendance and schedule flexibility are essential to this position.

**General Information:**
Living History Farms is accredited by the American Alliance of Museums. Its 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. 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 the completed online LHF application ([www.lhf.org/employment](http://www.lhf.org/employment)) to:

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