Title: Program Associate—Flynn Mansion/Tangen House Domestic Lead
Classification: Seasonal, non-exempt
Department: Programming
Reports to: Director of Interpretation Programs
Wage Range: $13-$16 per hour

JOB SUMMARY:
The Flynn Mansion/Tangen House 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 immigrants from several cultural traditions at the Flynn Mansion and Tangen House 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, cleaning equipment, needlework and decorative arts items, and garden tools, as well as assisting with care of small animal livestock or poultry. Work environment includes standing much of the day and working both inside and outside of historic homes while wearing reproduction historic clothing issued by Living History Farms.

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 the Flynn Family, the Flynn 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.
- 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 immigrant households, including cultural traditions, foodways (wood stove 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 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.
- 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, 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, convections ovens, garden tillers, wet/dry vacuums.

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

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 to seasonal staff and interns at Flynn Mansion and Tangen House.
- Assists in evaluation process of seasonal staff and interns, as assigned.
- In coordination with Department Director, 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. Consistent attendance and scheduling flexibility are essential functions of the position.

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
- Enjoys 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
- 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.
**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