



Title: Interpreter Associate (Program Floater Historic Shops and Homes)

Classification: Seasonal, Non Exempt

Department: Programming

Reports to: Director of Interpretation Programs

Wage Range: \$14.00-\$14.25-\$14.50

Position Summary: The historic interpreter associate assists Living History Farms in achieving its mission to educate, entertain, and connect people of all ages to Midwestern rural life experiences. This person will interact with the museum's guests, explaining through demonstrations and hands-on activities the cultural stories and historic skills associated with the shops and homes at Living History Farms. This associate will be working with historic artifacts, such as historic store merchandise, farming tools, woodstoves, cleaning or gardening equipment, textile and decorative arts items. Work environment includes standing much of the day and working both inside and outside of historic buildings 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.
- Ensures an inclusive experience for all with the ability to create safe spaces for learners of all ages.
- Demonstrates through planned activities and interpretation programming the daily activities and cultural stories of historic persons and rural cultures.
- Develops skill in demonstrating processes and equipment related to the historic sites assigned, such as cultural traditions, foodways (wood stove or open fire cooking) and domestic house-keeping, textiles, gardening, poultry or livestock care.
- Reads and understands historical and agricultural source material as provided.
- Leads seasonal education programming as assigned, for adults and children, including day camp, tour groups and other programs.
- Conducts routine site upkeep including cleaning of interiors and equipment, in-house production of historic goods, possible gardening and care of livestock, according to museum guidelines.
- Maintains and monitors strict safety guidelines for equipment, activities and programs, ensuring safe practices. Maintains site period atmosphere, site/kitchen cleanliness, and storage space organization.
- Masters provided training on Living History Farms internal procedures to safely handle tools, machinery and small livestock, as assigned.
- Other duties as assigned. May be cross trained to work at several historic sites, depending on museum needs.

Supervisory Responsibilities:

May guide activities of assigned site staff (including college interns and volunteers) on supervisor's days off. Some associates may be asked to complete work review paperwork for these interpreters at their primary site assignment.

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. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Most buildings this position will work in 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; working directly with animals, their food and waste. The noise level in the workplace varies from quiet to noisy. This position will be standing most of the day and requires indoor and outdoor work, sometimes in adverse climatic conditions. Essential duties may include working 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. 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.

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.
- 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. Ability to learn new material and processes efficiently.
- Ability to read and recall historical training documents provided.
- Approach situations with creative, analytical and problem-solving skills.
- Demonstrate exceptional customer service 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.
- Have experience with computer programs, such as the Microsoft Office package.
- Successfully pass a criminal background check.

Position Hours:

Work schedule will be dependent on museum needs and may vary. Generally during summer touring season from April 28 through October 31, weekly hours will vary depending on museum need and can average anywhere between 7 to 35 hours weekly. Summer touring season days will include Tuesdays through Saturdays from 8:30 am – 4:15 pm approximately. Consistent attendance and schedule flexibility are essential to this position.

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. For more information, please visit www.Livinghistoryfarms.org.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.