



Title: Program Associate—1876 Trades
Classification: Seasonal, non-exempt
Department: Programming
Reports to: Director of Interpretation Programs
Wage Range: \$14-\$14.25-\$14.50

Job Summary:

The 1876 Trades 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 Iowans at the Mathias Blacksmith Shop, Advocate Print Shop, and Walnut Hill Broomworks. The associate creates an inclusive learning atmosphere and inspires an appreciation of cultural history through demonstrations, hands-on activities and events. The associate works with historic tools, including hammers, anvils, bellows, printing machines, and a coal forge.

Essential Duties & 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.
- 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 diverse historic experiences in Living History Farms historic buildings.
- Demonstrates and actively encourages general visitors, especially children, to participate safely in interactive activities in assigned historic sites.
- Ensure delivery of the daily interpretive program at the assigned sites for all museum visitors, including craft demonstrations, hands-on activities, education programming for adults and children, including, day camp, tour groups and other programs.
- Performs daily routine site upkeep and maintenance including site cleaning, according to museum guidelines.
- Assists in executing special events, History Snapshots—such as the Victorian Funeral, and other special programs museum wide, as assigned.
- Works with Trades Supervisor to fulfill trades production items requested by them for museum sale, when interpretive demands allow.
- Cross trained to demonstrate and interpret other museum historic sites, may also include agricultural areas and livestock handling demonstrations.
- Other duties as assigned

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 for 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 75 pounds. Consistent attendance and scheduling flexibility are essential functions of the position.

EDUCATION & SKILLS:

- Communicates and works 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.
- Basic knowledge of working with hand-tools.
- Interest in Iowa's rural history and diverse cultural stories.
- Mechanical aptitudes for adjusting and routine repairs to machinery preferred.
- 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
- Comfortable working outdoors, sometimes in adverse conditions such as heat, rain, etc.
- Able to perform physical tasks (lift 75 lbs.) with physical mobility
- Proven computer skills, working with the Microsoft Office package, google suite, zoom.

Position Hours:

Summer touring season days primarily are scheduled from 8:45 am – 4:15 pm, Tuesday through Saturday. 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. Consistent attendance and scheduling flexibility are essential functions of the 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.