



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

**Job Summary:**

The Historic Farm Sites 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 1850 Pioneer Farm, the 1900 Horse-powered Farm and 1700 Iowa Farm. 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, both agricultural and domestic, livestock, woodstoves and open fires.

**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.
- Directs guests' curiosity and interests to provoke thoughtful consideration of diverse historic experiences in Living History Farms gardens, fields, and historic buildings.
- Demonstrates and actively encourages general visitors, especially children, to participate safely in interactive activities in assigned historic sites.
- Ensures delivery of the daily interpretive program at the assigned farm sites for all museum visitors, including process demonstrations, hands-on activities, education programming for adults and children, including, day camp, tour groups and other programs.
- Reads and understands historical and agricultural source material as provided. Ability to read and recall historical training manuals.
- Assists in the scheduling of daily demonstrations, hands-on activities and special event activities in the areas of agricultural processes, foodways, and daily domestic life, including traditional crafts, food ways, gardening, farmyard processes, and material culture.
- Assists in planting and maintaining site gardens, fields and outbuildings.
- Trains to provide safe livestock demonstrations and to conduct daily livestock chores.
- Performs daily routine site upkeep and maintenance including site cleaning, according to museum guidelines.
- Cross trained to demonstrate and interpret other museum historic sites.
- Other duties as assigned
- Monitors daily activities and training of seasonal site interpreters and volunteers, as assigned by Trades' Supervisor.

**Supervisory Responsibility:**

- Assists in evaluation process of seasonal staff and interns, as assigned.
- Assigns daily tasks and projects to junior seasonal staff, volunteers and interns.
- In coordination with the 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 significant 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 gardening and working with hand-tools.
- Interest in Iowa's rural history and diverse cultural stories.
- Previous living history museum experience preferred.
- Experience and comfort level working around farm livestock 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:**

Work schedule will be dependent on museum needs and may vary. Summer touring season (April 28 through October 31) days will include Tuesday through Saturdays from 8:30 am – 4:15 pm approximately and hours average 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](http://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.*