

JOB TITLE:	#1315 Historic Site Guide (Interpreter I) - Forest History Center
OPEN TO:	This job is open to all applicants.
LOCATION:	Forest History Center, 2609 County Road 76, Grand Rapids, MN 55744
SALARY:	\$13.73 hourly minimum
STATUS & HOURS:	Part-time, regular (624 annual hours) position. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Site Supervisor
POSTING DATE:	August 13, 2016
DEADLINE DATE:	Open until filled
SUPPLEMENTAL FORMS:	REQUIRED FOR THIS POSITION.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Historic Site Guide (Interpreter I) to conduct various interpretive and naturalist programs and to provide customer service to patrons of the Forest History Center.

SUMMARY OF WORK: 1) interpret the historic site using various techniques to educate and engage visitors; 2) provide customer service to patrons of the Forest History Center; 3) provide naturalist interpretive services to stimulate visitor appreciation and interest in the site's diverse natural environment; 4) assist in the daily operations of the historic site's programs; 5) study site-related materials to enhance the delivery of the site's interpretive program; and 6) follow site safety procedures.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong oral communications skills.
- Demonstrated ability to listen to the public and be responsive to inquiries and comments.
- Ability to understand and carry out written and verbal instructions.
- Familiarity with Minnesota history (culture, technology and environmental).
- Demonstrated ability to master and apply a wide variety of interpretive techniques.
- Flexibility to adjust to schedule changes and assignments.
- Experience in teaching, museum interpretation, theater, storytelling or group leadership.
- Experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Must be able to work a varied schedule of two to five days a week, including weekdays, weekends, and holidays throughout the year or from May through September, at minimum.
- Ability to perform routine maintenance and cleaning.

DESIRABLE QUALIFICATIONS:

- Some college course work in history or a related field.
- Experience working with children as a teacher or group leader.
- Familiarity with Minnesota logging history.
- Ability to play musical instruments and sing.
- Experience with GPS use, geo-caching, and nature studies.
- Experience in site-specific related skills such as cooking on a wood-fired stove, demonstrating basic

- blacksmithing techniques, harnessing and handling draft horses; log rolling and fire tower climbing.
- Experience in delivering forest environmental, nature-based programs to diverse audiences.
 - Knowledge of Minnesota history and the cultural diversity of the state.
 - Knowledge of Forest History Center and local area history.
 - Demonstrated excellence in providing consistent, quality customer service.
 - Experience as a Master Naturalist.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society Forest History Center 2609 County Road 76 Grand Rapids, MN 55744	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged
- No phone calls please -

SUPPLEMENTAL APPLICATION FORM ATTACHED

**2016 SUPPLEMENTAL APPLICATION FORM
MINNESOTA HISTORICAL SOCIETY
#1315 HISTORIC SITE GUIDE (INTERPRETER I)
FOREST HISTORY CENTER**

Name: _____

Availability

Please check the items that best describe your availability during different seasons of the year. *Although it is not necessary to list 100% availability during all periods in order to be employed at the Forest History Center, having more availability to work is a plus.*

1. Spring School Field Trip Season: April 24 - June 9, 2017, Monday-Friday, 8 am-4 pm

_____ Yes, I am available during this period.

_____ Yes, I am available for some of the days during this period, but not all.
Please list days not available:

_____ No, I am not available during this period.

2. Summer Season: June 11- September 5, 2016, Sunday-Monday, 9:30 am-5 pm, including the 4th of July and Labor Day holidays.

NOTE: Employees may be required to work nearly 40 hrs/wk during this period!

_____ Yes, I am available for all days during this period.

_____ Yes, I am available for some of the days during this period, but not all.
Please list days not available:

_____ No, I am not available during this period.

3. Fall, Holiday, Winter, and Spring Seasons: September 6th 2016 - April 23th, 2017: Tuesday-Friday, 9 am-3 pm (for occasional school field trips); Saturday-Sunday, 9:30 am-4:30 pm.

_____ Yes, I am available for all days during this period.

