

Job Description



POSITION

JOB TITLE:	Associate Curator of Living History	DIRECTLY SUPPORTED BY:	Director of Education & Engagement
DEPARTMENT:	Education & Engagement	DIRECTLY SUPPORTS:	Living History Interpreters and Living History Volunteers
CLASSIFICATION:	Salaried, regular, full-time, exempt	SALARY RANGE:	\$56,100 to \$66,300 DOE

JOB SUMMARY

The Associate Curator of Living History manages place-based interpretive programs where staff and volunteers engage guests in period clothing. This position is responsible for the development and coordination of content-specific programming and tour activation demonstrating historical events, practices, trades, crafts, and daily life in the region. The main duties include overseeing all elements of onsite Living History experiential engagement within the Museum and outdoors at the High Desert Ranch and Sawmill: managing interpreters and volunteers, performing routine building upkeep, and coordinating program activation in accordance with established practices and protocols.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

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| 70% | <p>Manage Living History Program</p> <ul style="list-style-type: none">• <i>Manage the daily operation of the Living History program.</i>• <i>Maintain physical artifacts, historic furnishings, and period buildings associated with experiential engagement according to museum standards.</i>• <i>Oversee the daily operations of Living History sites including maintenance/upkeep of High Desert Ranch period structures and garden.</i>• <i>Manage living history interpretive team members including, but not limited to, training, scheduling, and program activation in accordance with established SOPs.</i>• <i>Recruit, train, manage and schedule Living History volunteers.</i> |
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- *Supervise, train, evaluate and assist volunteers in delivering Living History interpretive presentations and informal experiences for audiences of all ages.*
- *Manage the Living History budget including planning, tracking, and coding.*
- *In collaboration with the Director of Education & Engagement, research, plan, develop and implement Living History interpretive programs connecting with Museum audiences at the entry, intermediate, and deep dive levels of engagement.*
- *Collaborate with Education & Engagement Team to develop interpretive strategies to highlight under-told histories of the High Desert, specifically those of key audiences.*

20%

Special Living History Programming

- *Plan and implement ticketed and revenue generating programming utilizing the developed Living History interpretive strategy and its priorities.*
- *Develop and maintain written SOPs inclusive of overarching daily operations and differentiated programming.*
- *Work cross-departmentally to ensure programming success.*
Support after-hours and special event programming.

5%

Team Visioning and Support

- *Collaborate with the Education & Engagement Team to establish new goals and initiatives.*
- *Support Education & Engagement Team initiatives including outreach events, Kids Camps, and other engagements as called upon.*
- *Reflect on and evaluate Living History programming and its alignment with Museum mission, vision, values, and conservation priorities. Continue professional development through research, training, and discussions with colleagues.*

5%

Additional Duties

- *Support the Museum's accreditation processes.*
- *Engage visitors during museum-wide events, such as Free Days, fundraising gala, Educators Night Out, etc.*
- *Other duties as assigned.*

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- Required: Bachelor's degree in history, anthropology, museum studies, education, or a related field
- Preferred: certificate from National Association of Interpretation (CIG, CIH, or CHI) or equivalent professional experience

EXPERIENCE

- 4 years of experience leading interpretive programs or educational outreach, engaging audiences of all ages in a museum, cultural venue, or living history setting
- 2 years of experience managing a team consisting of full-time, part-time, and seasonal staff as well as interpretive volunteers in a museum, cultural venue, or living history setting

SKILLS/
ABILITIES

- Excellent oral and written communication and organizational skills
- Mindful interpretation skills reflecting the ability to engage a wide variety of visitors on a broad range of Museum topics
- Knowledge of and desire to learn more about the history of the High Desert, especially as it pertains to the Museum Ranch and Sawmill
- Ability to effectively manage employees and volunteers from diverse backgrounds in dynamic settings
- Ability to work independently and in a multi-department team environment
- Ability to work flexible hours and days, **including weekends**
- Typical scheduled workweek is Thursday – Monday or Friday – Tuesday

PHYSICAL
ELEMENTS

- Ability to lift 50 pounds and perform physical chores in a “working ranch” setting – splitting logs, gardening, handiwork, cleaning, etc.
- This position requires standing for long periods of time, bending, stooping, lifting, carrying, walking on uneven surfaces, and working both indoors and outdoors in the elements and walking to and from the living history areas.

EQUIPMENT
USE

- Frequent computer and phone use
- Tools and supplies associated with site maintenance and craft handiwork

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date
