

Job Description

Position: **Manager, Historic Farms**

Status: **Fulltime/exempt**

Reports to: **Director of Interpretation**

Supervises: **Farm Supervisors at 1900, 1850, Ioway & Flynn (4-5 FTE's and seasonal staff)
Approx. 28 Core Volunteers & Interns**

Position Summary

Oversees the historic interpretation of 4 farm sites, including the staff, livestock, annual operating budgets and interpretive programs provided to the community. Oversees training and strict safety guidelines for farming equipment, activities and programs, ensuring safe practices are adhered to by all farm site interpretive staff and volunteers. Chairs the Livestock/Fields Committee, manages and administers the livestock policy and procedures manual. Plans and prioritizes historic site strategies and operations to fulfill our mission and serve the community with excellent agricultural programs. This position is a working manager and leads the farm teams, working side by side with supervisors, at each historic farm site during the general touring season.

Duties & Responsibilities

Directs and oversees the work of all staff and their work schedules at the farm sites. Conducts performance reviews and implements necessary improvement plans for farm site supervisors.

Ensures and enforces all museum policies and procedures are followed by staff, volunteers and interns.

Manages all farm staff meetings and recommends programming, staffing and all strategic planning to the Director of Interpretation and the President regarding the historic farm sites.

Develops and recommends strategies to incorporate livestock in educational and interpretive programs.

Ensures the proper care, safety and handling of all livestock. Plans, leads and coordinates livestock team meetings. Maintains all records, testing and certifications of meetings, trainings, veterinary communications and evaluates staff abilities.

Trains all historic farm site staff, interns and volunteers as needed on programs, livestock and museum best practices, policies and procedures.

Recommends annual farms expenditures and capital expenditures during the normal budget cycle. Monitors and adheres to all expenses in accordance with budgetary constraints. Approves all purchases and expenditures of farm site staff.

Works with the Director of Interpretation and Director of Collections to create and recommend furnishing plans for the farm sites.

Work with Director of Marketing when promotional opportunities arise to identify sites and interpreters to be featured in media and advertising.

Coordinates all community events at farm sites with the Community Events Manager, including all special request rentals such as films, races etc. related to those sites.

Closely coordinates with the Development department regarding site plans as they relate to potential funding opportunities and the fulfillment of grants and donations for the farm sites specifically that fall within budgeted priorities and the institutional strategic plan.

Develops and maintains positive vendor relationships and partnerships to successfully execute public programs. This includes our relationship with our tenant farmer.

Creates and develops new programs that are mission related at the farm sites in close coordination with the Directors of Interpretation and Education relative to our interpretive themes.

Closely coordinates with the Director of Facilities and Security to prioritize all site maintenance and improvement projects, preventative maintenance plans and security for the historic farm sites.

Other duties as assigned.

Background:

Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a private, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily life of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. The general touring season begins May 1 – mid October. For more information, please visit <https://www.lhf.org/>.

Requirements:

Previous experience with livestock, museum living collections and agricultural machinery preferred (both historic and modern, minimum of 2 years)

Extensive knowledge of best practices in management of agricultural and staff resources

Excellent interpersonal and communication skills (both verbal and written)

BA required in agriculture, history, museum studies

Proven strong collaborator effectively fostering a cooperative team-based environment and effectively manage interpretive staff, interns and volunteers.

Must be comfortable working both indoors and outdoors in all types of weather conditions.

Must be able to lift 50 pounds.

Must be willing to work a flexible schedule, which may include seasonal weekends or evenings.

To apply: Send cover letter, resume and 3 professional references to Rhaus@lhf.org by February 28, 2020.

Created: January 2020 (RCK)