



Title: Historic Foodways Program Coordinator
Position Classification: Full time, Non-Exempt
Department: Programming
Reports to: Co-Director, Programming

Job Summary:

The historic foodways program Coordinator assists Living History Farms in achieving its mission to educate and connect all people to the many stories of Midwestern rural life. This position will develop a comprehensive museum wide offering of foodways demonstrations and programs. This position will interact with the museum's guests as a front-line interpreter, explaining through demonstrations and hands-on activities, the cultural stories and skills associated with historic foodways. This programming includes how food is prepared; ingredient choices and preservation techniques that took place in the Midwest. The coordinator will be responsible for procuring supplies, managing foodway program budgets, and researching program recipes and historic information to carry out programming for multiple historic sites across the museum. This position is responsible for training other interpretive staff in historic foodways techniques and with modern serve safe mandated requirements. The coordinator will also maintain restaurant level safety standards in foodways kitchens for programming. This position must be Servsafe certified. This position is also cross trained to provide programming at other museum historical sites, as assigned.

Essential Duties

- Provides excellent customer service to museum guests, whenever interacting with the public. Ensures an inclusive and welcoming experience for all with the ability to create safe spaces for learners of all ages.
- Demonstrates through planned summer seasonal activities and winter season historical dinners and teas, the foodways culture of Midwestern families in the past, including the 1700 Ioway Farm, the 1850 Settler Farm, the 1900 Horse-power farm, the 1876 Tangen House, and Flynn Mansion.
- Develops skill in the historic processes and equipment related to foodways at Living History Farms' historic sites, including open fire cooking, hearth cooking and wood stove cooking, smoking, pickling, canning, butchering, and related techniques.
- Reads and understands historical and agricultural source material as provided.
- Leads seasonal education foodways programming as assigned, for adults and children, including enrichments, adult education classes, day camp, tour groups and other programs.

- Assists Program Directors in the development and scheduling of daily demonstrations, hands-on activities, and special event activities at assigned historic sites in the area of food preparation and preservation.
- Purchases supplies and materials for demonstrations, activities and classes, and historic winter season dinners, within the parameters of the site/program budget, as approved by Directors.
- Conducts routine site kitchen upkeep including cleaning of kitchens and equipment according to museum guidelines.
- Maintains and monitors strict safety guidelines for equipment, activities, and programs, ensuring safe practices by all site interpreter associates.
- Maintains needed restaurant/foodservice site codes, including preparing the food preparation and serving areas for state health inspections.
- Masters provided training on Living History Farms internal procedures to safely handle small livestock, such as chickens.
- Creates and delivers in person, written and digital training materials that support training for other site interpreter associates, both paid and volunteer, to carry out interpretive programs and to provide excellent customer service to museum guests.
- Assists in evaluation process of paid staff in foodways programs, as assigned.
- Serves as interpretive cook and host for historic dinner or tea programs during the winter touring season as assigned.
- Trains to safely operate modern kitchen and maintenance equipment, including but not limited to commercial food mixers, convection ovens, garden tillers, wet/dry vacuums.
- Plans and researches menus, recipes, and historical information for enhancing current and implementing new foodservice-based winter programming.
- Other duties as assigned.

Supervisory Responsibilities:

Trains and supervises foodways activities of assigned site staff. Assists in evaluation process of paid staff and interns, as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Consistent attendance and scheduling flexibility is an essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and SKILLS:

- Ability to communicate and work 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, in historical food research and techniques.
- Enjoys working with the general public, and people of all ages, especially children.
- Possesses excellent communication (verbal and written) skills.
- Display a willingness to learn, and a "can do" mentality.
- Approach situations with creative, analytical, and problem-solving skills
- Leading and training others
- Experience in efficiently ordering supplies and managing budgets.
- Demonstrate exceptional customer service skills
- Enjoy working in a dynamic, fast-paced, team-oriented workplace
- Demonstrate an ability to work independently, following through on tasks to completion
- Be comfortable working outdoors, sometimes in adverse conditions such as heat, rain, etc. (Most buildings are not climate controlled)
- Able to perform physical tasks (lift 50 lbs.) with physical mobility
- Research skills in both digital sources and library/archive settings
- Have experience with computer programs, such as the Microsoft Office package
- Successfully pass a criminal background check

Position Hours

The work schedule will vary from winter season to summer touring season but will average 30-40 hours weekly. Summer touring season days will include Tuesday through Saturdays from 8:45 am – 4:15 pm approximately. The off-touring season begins on November 1 and runs through April. The work schedule shifts to a Wednesday through Sunday schedule and will include programming primarily on nights and weekends for those 6 months and are dependent on program registrations.

The work environment includes standing much of the day and working both inside and outside of historic buildings while wearing reproduction historic clothing and in modern kitchen spaces for winter restaurant type experiences.

General Information

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 privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and re-create the daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. For more information, please visit www.LivingHistoryFarms.org.

Application procedure:

This position will remain open until filled. Please send a resume and cover letter with your application to:

Living History Farms
 Attn: Janet Dennis
 2600 111th Street
 Urbandale, IA 50322
 Email: jdennis@lhf.org
 FAX: (515) 278-9808