

Living History Farms Job Description

Position Title: 1700 Farm Coordinator

Reports to: Historic Farms Manager

Status: Seasonal (April - October) Non-exempt

Classification: Coordinator

Coordinates: Seasonal paid Interpreter Associates, interns, volunteers

Job Summary: Coordinates the daily demonstrations and ensures fulfillment of interpretation goals at the 1700 farm. Plans and leads hands-on activities, events and demonstrations at the 1700 farm. Trains, coordinates and evaluates other site staff. Provides general season upkeep for the 1700 site lodges, exhibit area and gardens.

Position Responsibilities:

- Provides excellent customer service to museum guests, whenever interacting with the public.
- Engages public in hands-on programming and interpretation as primary focus of daily work. Demonstrates and actively encourages general visitors, especially children, to participate safely in interactive activities, including the scheduled hands-on activities.
- Demonstrates and explains historic operations of loway life and culture to school tours, day camp groups, adult tour groups and the general public.
- Conducts hands-on education programs for LHF Day Camps, children's enrichments and adult education classes, and special event programming, as assigned.
- Plans and ensures the execution of the daily interpretive program and loway Culture Day Event at the 1700 Farm for museum visitors, including demonstrations and hands-on activities in the areas of foodways, gardens, textiles, family and social culture, and household material culture.
- Coordinates use of on-site artifacts according to museum guidelines, conducts assigned site inventories, and notifies collections staff when repairs are needed.
- Coordinates site budget, under direction of Historic Farms Manager. Purchases approved supplies within the parameters of the site/program budget. Carefully monitors yearly site budget and advises on plans for upcoming budget years.
- Coordinates routine site upkeep and maintenance including gardening and site building construction, according to museum guidelines, alerting Historic Farms Manager when further repairs are needed.
- Creates and maintains approved plans for school tour lessons, day camp lessons and enrichment activities in conjunction with the Director of Education. Ensures the proper execution of these plans.
- Develops skill and knowledge of language and Native American Cultural skills associated with and appropriate to the 1700 loway farm.
- In conjunction with the Historic Farms Manager, trains loway site interpreters; both paid and volunteer, to carry out interpretive program and to provide excellent customer service to museum guests.
- Monitors and reviews performance of site interpreters, including written employee evaluations and review meetings, as directed by Historic Farms Manager.
- Maintains written site safety guidelines and provides safety training for specialized activities, such as cooking over an open fire, using potentially hazardous site artifacts, such as axes and hand tools, etc.
- Updates site manual and performs historical site research as assigned by the Historic Farms Manager.
- Cross trained to demonstrate and interpret other museum historic sites and programs as assigned.
- Other Duties as assigned.

QUALIFICATIONS: College degree in history, education, American studies or related field OR equivalent combination of education, experience and training. Previous living history museum experience preferred. Excellent communication and interpersonal skills required; along with strong supervisory, management and program planning skills. Experience working with volunteers, preferred. Must be able to master historical information and techniques with ability to train others. Must possess enthusiasm for working with the general public, including superior customer service skills. Must excel in working with groups of children. Ability to perform physical tasks needed to authentically re-create the activities of 1700 loway Farm required. Work environment requires standing for long periods of time, working in heat and cold, as well as wet weather, and contact with natural materials such as clay and animal hides. Must be willing to work a flexible schedule, including at least one weekend day. Position scheduled an average of 28-30 hours per week (May 1-mid October) with limited training/prep hours in April.

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 lowans 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/>.

To apply: Send cover letter, resume and 3 professional references to jdennis@lhf.org

2/4/2020