



**Title:** Walnut Hill Interpreter Associate (program lead)

**Position Classification:** Full time, Non Exempt

**Department:** Programming

**Reports to:** Director of Interpretation

**Job Summary:** The historic interpreter associate assists Living History Farms in achieving its mission to educate, entertain, and connect people of all ages to Midwestern rural life experiences.

This person will interact with the museum's guests, explaining through demonstrations and hands-on activities the cultural stories and historic skills associated with the shops and homes of the 1876 town of Walnut Hill at Living History Farms. This person will be working with historic artifacts, such as historic store merchandise, drug store artifacts, printing or broom making equipment, woodstoves, cleaning equipment, textile and decorative arts items. Work environment includes standing much of the day and working both inside and outside of historic buildings while wearing reproduction historic clothing issued by Living History Farms. This position is also cross-trained to provide programming at other museum historical sites, as assigned.

**Job Duties:**

- Provides excellent customer service to museum guests, whenever interacting with the public. Ensures an inclusive experience for all with the ability to create safe spaces for learners of all ages.
- Demonstrates through planned activities and interpretation programming the daily activities and cultural stories of merchants and their families in the buildings of the 1876 town of Walnut Hill, which may include the General Store, Drug Store, Print Shop or Broom Shop, Millinery, and Tange House.
- Develops skill in demonstrating processes and equipment related to a 19th century shops and homes, including merchandising, historic production processes, cultural traditions, foodways (wood stove cooking) and domestic house-keeping, textiles, gardening, poultry care.
- Reads and understands historical and agricultural source material as provided.
- Leads seasonal education programming as assigned, for adults and children, including enrichments, adult education classes, day camp, tour groups and other programs.
- Assists the Director of interpretation in the development and scheduling of daily demonstrations, hands-on activities and special event activities at assigned historic sites in the

areas of town dynamics, merchant and production processes, cultural traditions and daily Victorian Iowa life. Events include but are not limited to the Victorian Funeral, Emancipation Day, Election Day, and Independence Day.

- Purchases supplies and materials for demonstrations, activities and classes within the parameters of the site/program budget, as approved by Director of Interpretation.
- Conducts routine site upkeep including cleaning of shop interiors and equipment, in house production of historic goods, possible gardening and care of poultry, according to museum guidelines.
- Maintains and monitors strict safety guidelines for equipment, activities and programs, ensuring safe practices by all site interpreter associates.
- Coordinates use of on-site artifacts according to museum guidelines.
- Masters provided training on Living History Farms internal procedures to safely handle small livestock, such as chickens.
- In coordination with Director of Interpretation, trains other site interpreter associates, both paid and volunteer, to carry out interpretive program and to provide excellent customer service to museum guests.
- Assists in evaluation process of paid staff and interns, as assigned.
- Serves as a cook or host as assigned 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.
- Other duties as assigned.

**Supervisory Responsibilities:**

- May guide activities of assigned site staff (including college interns and volunteers) on supervisor's days off. In coordination with Director of Interpretation, trains other site interpreter associates, both paid and volunteer, to carry out interpretive program and to provide excellent customer service to museum guests. 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.

- 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
- 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**

Work schedule will vary from winter season to summer touring season but will average 35-40 hours weekly. Summer touring season days will include Tuesday through Saturdays from 8:45 am – 4:15 pm approximately. Winter work days shift to Wednesday through Sunday and will include night programming dependent on museum needs. Historic Site work environment requires standing for long periods of time, often working in outdoor environment including heat/cold.

**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](http://www.Livinghistoryfarms.org).

#### **Application procedure:**

Send resume and cover letter with LHF application to:

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