

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Living History Interpreter	DIRECT SUPPORTS:	Associate Curator of Living History
DEPARTMENT:	Education & Engagement	DIRECTLY SUPPORTS:	Living History volunteers
CLASSIFICATION:	Part-time, non-exempt, hourly	SALARY RANGE:	\$20.60+ per hour DOE

JOB SUMMARY

The Living History Interpreter is responsible for interpretation of the Living History Outdoor Campus, the Spirit of the West gallery, and associated programs. Main duties include interpreting High Desert history for visitors, facilitating hands-on activities, and assisting in daily operations in period costume. The Living History Interpreter will also assist in program maintenance, historical research, and other duties as assigned.

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

80%	<p>Living History Interpretation</p> <ul style="list-style-type: none"> • Interpret various aspects of the Living History Outdoor Campus and the Spirit of the West gallery such as architecture, regional occupations, and human relationship with the land in period costume. • Provide demonstrations, station interpretation, and hands-on activities for all ages, demographics, and learning abilities including school groups, the general public, and families. • Assist in the daily operation of Living History programming including setup and site maintenance. • Serve as the frontline Living History interpreter in the absence of other Living History staff, which may include managing volunteers. • Assist in maintenance of the Living History Outdoor Campus. • With guidance from the Associate Curator of Living History and support from the Curator of Education & Engagement, research, plan, develop and implement Living History interpretive programs reaching audiences at the entry, intermediate, and deep dive levels of engagement.
10%	<p>Special Living History Programming</p> <ul style="list-style-type: none"> • With Associate Curator of Living History and Curator of Education & Engagement, plan and implement ticketed and revenue generating programming utilizing the developed living history interpretive strategy and its priorities. • Assist with after-hours and special event programming such as Rendezvous and Prohibition Party.
5%	<p>Team Visioning and Support</p> <ul style="list-style-type: none"> • Collaborate with the Education & Engagement Team to establish new goals and initiatives. • Support Education & Engagement Team initiatives including outreach events, Kids Camps, and other items as assigned. • Reflect on and evaluate direction of current programming and its tie to mission of the organization and team. • Continue professional development through readings, trainings, and discussions with colleagues.
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> • Contributes to and support the Museum's DEAI initiatives. • Contributes to and support the Museum's efforts toward Association of Zoos and Aquariums accreditation. • Assists with museum wide events, such as free days, fundraising gala, etc. <p>Other duties as assigned.</p>

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- Required: High school diploma, general education degree (GED), or one year related experience.
- Preferred: coursework in Anthropology, Education, History, Theater, or related fields.
- Preferred: certification from the National Association of Interpretation (CIG, CIH, or CHI) or other interpretive certification
- Preferred: CPR certification
- Preferred: existing knowledge of one or more of the following subjects: fur trapping, carpentry, ranching, mining, timber industry, blacksmithing, traditional construction.

EXPERIENCE

- Preferred: Experience in interpretation or education in informal learning environments.
- Preferred: Experience in customer service.

SKILLS/ ABILITIES

- Excellent interpretation and communication skills including ability to engage a wide variety of visitors and connect them to historical content.
- Desire to learn more about the history of the High Desert.
- Ability to solve problems and make decisions under pressure.
- Ability to work successfully with a diverse group of staff and volunteers.
- Ability to work both independently and in a team environment.
- Ability to work flexible hours and days, including weekends.
- Preferred: Spanish language fluency.

PHYSICAL ELEMENTS

- This position requires standing for long periods of time, bending, stretching, stooping, lifting, carrying (up to 40 pounds), and walking on uneven surfaces, working both indoors and outside in the elements.

EQUIPMENT USE

- Frequent computer and phone use.

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

Studies have shown that women and people of color may be less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job. We would encourage you to apply for a job at HDM even if you don't meet every one of our qualifications listed.