



## JOB DESCRIPTION

Title: **Interpretive Specialist**

Hrs /week, starting wage: **10 hours/week, \$17-\$19/hour**

**Seasonal/Part Time, May - August**

### **Interpretive Specialist (Seasonal)**

**Purpose:** Reporting to the Executive Director, the Interpretive Specialist will support operations at the Bally Blacksmith Shop, Chippewa City Church, and Cook County History Museum, with duties related to visitor engagement, tours, and storytelling.

**CCHS Mission Statement:** The purpose of the Society shall be the collection, preservation, and dissemination of knowledge about the history of Cook County and to relate it to the history of the State of Minnesota.

#### **Job Responsibilities:**

- Welcome visitors in a warm and engaging manner
- Learn and share stories about the Bally Blacksmith Shop and/or Chippewa City Church with visitors
- Lead weekly harbor history tour in Grand Marais
- Answer visitor questions and provide referrals as appropriate
- Perform sales operations and basic cash handling functions
- Maintain clean and creative environment at historic sites
- Assist with historical society programs and major events as scheduled

#### **Required Qualifications**

- Strong interest in history
- Excellent customer service skills
- Comfort with public speaking
- Proven reliability and excellent attendance record
- Proficient in Google software (Gmail, Docs, Sheets, etc)
- Ability to work independently, often as the only staff person on site
- Willingness to work weekends
- Commitment to a safe and supportive work environment

#### **Additional Preferred Qualifications**

- Education and/or experience in museums, history, tourism, or a related field
- Knowledge of Ojibwe language/history
- Knowledge of blacksmithing/metalworking
- Familiarity with Cook County/North Shore regional history

**Applications open until filled. Please send resume and two references to [catherine@cookcountyhistory.org](mailto:catherine@cookcountyhistory.org) or drop off an application at the History Museum in Grand Marais.**

Cook County Historical Society  
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