

JOB TITLE: #1736 Site Guide I - Oliver Kelley Farm

OPEN TO: This job is open to all applicants; multiple positions available

LOCATION: Oliver H. Kelley Farm - 15788 Kelley Farm Road, Elk River, MN 55330

SALARY: \$15.76 hourly minimum

STATUS & HOURS: Part-time, regular (approximately 728 annual hours) position.
Must be available to work a varied schedule, including weekdays, weekends, and holidays with the majority of those hours worked April through early November.
Weekly hours may vary according to seasonal site needs.

BENEFITS: Eligible to participate in a retirement program with employer contribution.
Generous vacation and sick time accruals.

DEPARTMENT: Greater Minnesota Sites

CLASSIFICATION: 55L Service

SUPERVISORY: No

HIRING MANAGER: Program Supervisor

POSTING DATE: January 13, 2023

DEADLINE DATE: February 17, 2023

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position exists to engage, educate, and entertain visitors through interpretive programming, to provide customer service, and to assist in the daily operations of the Oliver Kelley Farm.

This position will interpret 19th century farm life in costume on the Historic Farmstead and interpret 20th and 21st century agriculture in service clothing at the Farm Lab, including cultivating crops, gardening, care for livestock, and other related activities. The position provides the opportunity to work primarily outdoors throughout the site.

SUMMARY OF WORK: 1) Conduct interpretive programs for diverse audiences at the site using a variety of interpretive and teaching techniques; 2) Receive, welcome, and orient visitors; 3) Assist in the daily operations of the farm site and its programs; 4) Study site related materials to enhance the delivery of the site's interpretive program; 5) Utilize skill sets to effectively engage visitors and complete activities; and 6) Assist with the maintenance and protection of the site buildings, grounds, animals, collections and clothing.

MINIMUM QUALIFICATIONS:

- Strong interpersonal and communication skills.
- Demonstrated ability to work with a diverse public in an enthusiastic, friendly and open manner.
- Demonstrated ability to provide consistent, quality customer service.
- Demonstrated ability to work as a team member.
- Demonstrated ability to communicate with the public and be responsive to inquiries and comments.
- Demonstrated ability to work with a diverse audience of varying cultural backgrounds, ages and abilities.
- Demonstrated ability to develop a working knowledge of site programs and educational content.
- Flexibility to adjust to schedule changes and assignments.
- Ability and flexibility to work a varied schedule of three - five consecutive days/week, including weekdays, weekends (Saturday/Sunday) and holidays. Primarily Thursdays through Sundays.
- Ability to stand for extended periods of time and walk up to 5 miles a day in all types of weather.
- Ability to perform physical work in the garden or care for animals, such as kneeling, reaching, bending, crouching, pulling and pushing.
- Ability to lift and carry and lift objects weighing up to 50 pounds; partner lift with anything more than 50 pounds; team lift with anything 100 pounds or more.

DESIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Experience working with children and/or adults in an educational environment.
- Experience with retail sales, phone, and receptionist work.
- Willingness to perform heavy manual tasks related to gardening, agriculture and horticulture in outdoor programming areas in all types of weather conditions.
- Interest in and experience with agriculture.
- Interest in and experience with vegetable gardening.
- Interest in and experience with farm animals such as hogs, cattle and sheep.
- Interest in natural history.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

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