

- JOB TITLE:** Site Guide I, Historic Forestville
- LOCATION:** Historic Forestville, 21899 County Road 118, Preston, MN 55965
- COMPENSATION:** \$18.54 hourly minimum
- STATUS & HOURS:** Part-time, regular (approximately 520 annual hours) position.
- BENEFITS:** Eligible to participate in a retirement program with employer contribution. Generous vacation and sick time accruals.
- DESIGNATION:** Bargaining Unit AFSCME Local 3173
- POSTING DATE:** April 30, 2024
- DEADLINE DATE:** Open Until Filled
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.
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**DESCRIPTION:** This position exists to conduct interpretive programs using a variety of interpretive techniques, support retail operations, assist in the daily operations, and provide customer service to visitors of the Historic Forestville site.

**SUMMARY OF WORK:** 1) Assist with the site's interpretive program, workshops, and special events; 2) Assist in daily operations at the historic site; and 3) Assist in the daily retail operations.

**MINIMUM QUALIFICATIONS:**

- Demonstrated experience and ability to provide consistent, high quality customer service.
- Demonstrated ability to work independently.
- Demonstrated success in conveying program content and facilitating dialogue with guests.
- Experience in or willingness to learn computer software programs as needed.
- Strong oral communication skills, and ability to listen and be responsive to questions and comments.
- Demonstrated ability to collaborate and contribute positively in a team environment.
- Willingness to learn and work a variety of assignments, including but not limited to retail and admissions software, site orientation for guests, and interpretive stations.
- Demonstrated ability to work with a diverse public in a friendly and open manner, while conveying information or teaching.
- Demonstrated ability to work with a diverse audience of varying cultural backgrounds, ages, and abilities.
- Ability to work a varied schedule of weekdays, weekends (both Saturday/Sunday), holidays and occasional evenings on a rotating basis.
- Ability to bend, crouch, kneel, reach, push, and pull.
- Ability to lift and carry objects weighing up to 25 pounds.
- An ability and willingness to study material in order to develop subject knowledge necessary to perform needed tasks.

**DESIRED QUALIFICATIONS:**

- High School diploma or equivalent.
  - Experience working with children and/or adults in an educational environment.
  - Knowledge of or ability to learn about Minnesota History.
  - Experience with Shopify or other retail or admissions software.
  - Availability in May and in the fall to assist in delivering school field trips.
  - A comfort and willingness to speak in front of groups.
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Should you have questions with the application process, email [humanresources@mnhs.org](mailto:humanresources@mnhs.org) or call MNHS Job Line at 651-259-3181.

*At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.*