

Plimoth Patuxet Job Description

Title:	Farm and Agriculture Assistant Manager	Department:	Historical Sites and Guest Experience
Supervises:	N/A	Status:	Part-Time or Full-time / Year-round
Reports to:	Manager of Farm and Rare Breeds	FLSA Status:	Non-Exempt

POSITION SUMMARY:

The Farm and Agriculture Assistant Manager is a leadership position in the Historical Sites and Guest Experience Team and works on-site in the living history exhibits, Nye Barn and related areas to ensure that the Museum's animals are safe, well-cared for and accessible to our guests. The Farm and Agriculture Assistant Manager works under the direction of the manager of Farm and Rare Breeds to oversee the animals and recognizes their importance and value as integral parts of our exhibits. The Farm and Agriculture Assistant Manager is both a guest-facing position as well as one that works in our off-site locations to assist with daily, weekly, monthly and annual operations for all of the animals at Plimoth Patuxet Museums. In addition to caring for the animals, this position designs, oversees and runs daily programming for Museum guests involving and related to the Museum's animals.

This position directs the work of the Agriculture Staff and provides timely feedback to direct reports based on their job performance including coaching/mentoring and also, if needed, disciplinary actions ranging from warnings to termination.

Attention to professionalism and best practices in both public history and animal care are essential. The Farm and Agriculture Assistant Manager is part of the management team responsible for ensuring the continued success of Plimoth Patuxet's Museums and programs.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Provide a friendly and welcoming presence for all guests and coworkers throughout the Museum. Support the Museum's mission, vision, core values and customer service philosophy. Model and help to sustain a culture of philanthropy within MEG.
- Using independent judgment, the Farm and Agriculture Assistant Manager has the authority to prioritize tasks, assign and direct the work of employees and volunteers.
- Ensure that all Museum animals are safe and well-cared for including, feeding, medical appointments, current with vaccinations and that they have appropriate shelter, fencing and socialization in their spaces.
- Supervise, coordinate and facilitate the smooth execution of daily on-site programs involving animals or related topics along with special events and other programs both on-site and after hours including but not limited to public and education programs.
- Carry out daily, weekly, seasonal and annual departmental work plans in an appropriate and timely manner.
- Ensure all Museum animals are on-site and visible to the public as much as possible
- Train designated staff to work with the animals on-site
- Provide input in decision-making about departmental goals and objectives, the development of new programs, the improvement of existing programs based on guest feedback, and special assignments as needed for intra-departmental projects.

- Take appropriate steps to correct any potential safety issues.
- Attend and ensure that all direct reports attend all required meetings and trainings
- Work collaboratively with other staff members and volunteers
- The Farm and Agriculture Assistant Manager may suspend, recall, and evaluate performance of direct reports and provide disciplinary actions including coaching, counseling, and warnings up to and including termination, or effectively recommend any of those actions.
- Oversee the correct use and care of equipment and supplies.
- Engage guests of all ages in the Museum's programs and exhibits and to the extent possible, individualize content and activities to the level of guests' interest and abilities. Strive to ensure an enjoyable, interesting and inclusive experience for all.
- Perform administrative duties as needed, including scheduling, ordering and timecards.
- Other duties as assigned

This outline description focuses on the primary duties of the position. It is not designed nor intended to include all duties and responsibilities inherent in satisfactory performance of the position. Management reserves the right to revise this job description from time to time as needed.

REQUIRED SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- Excellent interpersonal skills and polite
- Flexibility, resilience and a growth mindset
- Deep knowledge of agricultural practices and farm management specifically related to livestock
- Ability to operate trucks and tractors. Must be licensed to operate motor vehicles, and able to operate manual transmission.
- Should possess a valid driver's license and be able to drive or ride in vehicles for extended periods.
- Must be able to work with large animals and farm equipment in a variety of outdoor settings.
- Ability to follow directions. Ability to interpret and apply the information you learn.
- Attention to detail.
- Fluent in English, with strong verbal skills, and the ability to communicate clearly and engagingly with guests and colleagues.
- Ability to effectively present information and respond to questions from various age groups student to adult. Understand the spectrum of learning styles and be able to apply this knowledge in interactions with guests.
- Demonstrated ability to lead others towards a common goal
- Ability to work independently, without direct supervision.
- Common sense and good judgment. Ability to identify and solve problems that put the guest at the center of each decision. Ability to prioritize and be flexible according to changing conditions. Seeks out help when needed
- Demonstrated interest in public history and an interest in conveying the history of 17th-century Plymouth Colony and the Wampanoag Homeland to diverse audiences.
- Must be able to read and interpret a variety of historical sources. Within a reasonable period, must demonstrate understanding of the time-period.

- Skilled at using Google Suite, Zoom and other computer applications
- Strong carpentry skills are a plus

EDUCATION and EXPERIENCE

- BA/BS or equivalent experience required, Degree in related field preferred.
- Experience working successfully with the public, preferably in a museum or other education-centered organization focused on the learner's experience and on hospitality such as a cultural attraction.
- Minimum of two years experience in a supervisory or management role at an agricultural center or farm with a focus on livestock management

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires indoor and outdoor work, sometimes in adverse climatic conditions. Duties may include working sitting, standing, bent over or kneeling; may involve some lifting and moving of objects; standing for extended periods; climbing stairs, ladders, companionways, and/or gangways. Must be able to lift 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The workplace is not always climate controlled. This position requires outdoor work in a variety of conditions. Work may be performed in dusty and smoky environments; in poorly lit areas; near open fires; working directly with animals, their food and waste. The noise level in the workplace varies from quiet to loud..

ADDITIONAL REQUIREMENTS

This position requires working at least one weekend day per week as well as several holidays.

Flexibility in work hours and days off is required. Depending on the season, this position may include working additional night/weekend hours or days as needed.

CORE COMMITMENTS:

Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Patuxet advance the Museum's educational mission and strategic goals. They uphold the Museum's core values and principles in their work and in all of their interactions with the public and with coworkers. This commitment helps to ensure that Plimoth's reputation for excellence is maintained and that, as stewards of the Museum, we are helping to create a relevant and sustainable future for Plimoth Patuxet Museums. The core principles that guide us in our work are:

- **Safety and Comfort**
- **Compassionate Customer Engagement**
- **Professional Excellence**
- **Personal Accountability**
- **Advance a Culture of Philanthropy**
- **Teamwork**

Employee signature

Date

Revised 4.21.2022