



Title: Program Associate - Ioway Farm Primary Site Leader
Classification: Seasonal, Non-Exempt
Department: Programming
Reports to: Director of Interpretation Program
Wage Range: \$13-17 per hour

JOB SUMMARY:

The program associate for the Ioway Farm assists Living History Farms in achieving its mission: to educate, entertain, and connect people of all ages to Midwestern rural life experiences. This position regularly interacts with museum's guests, explaining through demonstrations the cultural stories, traditional lifestyles, domestic and agricultural skills of the Ioway indigenous people. The associate creates an inclusive learning atmosphere and inspires an appreciation of pre-and post-European contact Indigenous history. The associate works with historic domestic tools, garden tools, traditional and modern crafting items and natural resources. This position is also cross-trained to provide programming at other museum historical sites, as assigned.

Essential Duties and Responsibilities:

- Provides excellent customer service to museum guests, interacting with the public.
- Demonstrates through planned activities and interpretation programming the life and culture of the Ioway peoples, with inclusivity and cultural sensitivity.
- Interprets and shares cultural stories of modern Ioway nation and its people.
- Reads and understands historical and agricultural source material as provided.
- Communicates information with cultural awareness and sensitivity, creating a safe learning space for all ages. Directs guests' curiosity and interests to provoke thoughtful consideration of indigenous culture and experiences.
- Leads seasonal education programming as assigned, for adults and children, including enrichments, adult education classes, day camp, tour groups and other programs.
- Assists in the development and scheduling of daily demonstrations, hands-on activities and special event activities in the areas of cultural traditions and daily domestic life, including native traditional crafts, food ways, gardening, and material culture. Events include, but are not limited to, Indigenous Iowan's Day.
- Conducts assigned research and development of activities to enhance the interpretation of the Ioway culture, including their traditional crafting, food-ways, and agricultural skills as well as the modern Ioway nation and their efforts to preserve their culture.
- Develops skill in demonstrating processes and equipment relating to the Ioway in the 18th and 19th centuries, including cultural traditions, agricultural processes, food-ways (including open fire cooking), crafts such as pottery, weaving, basket/mat braiding, fire-starting, tool making, etc.
- Follows and develops program outlines and appropriately use artifacts, reproduction clothing and research to teach education programs. Studies written training materials.
- Purchases supplies and materials for demonstrations, activities and classes within the parameters of the site/program budget, as approved by the department director.

- Conducts routine site upkeep including minor site structural repairs, tool/equipment maintenance, weed trimming and wood gathering, gardening, according to museum guidelines. Experience with hand tools is useful.
- Maintains and monitors strict safety guidelines for equipment, activities and programs, ensuring safe practices by all site interpreter associates.
- Develops/maintains working relationships with outside demonstrators and members of present day Indigenous communities for collaboration at events at the museum.
- Coordinates use of on-site artifacts according to museum guidelines.
- Cross-trained to deliver programming and guest activities at other museum historic sites, including but not limited to the 1850 Farm and 1900 farm sites.
- Other duties as assigned.

Supervisory Responsibility:

- Assists in evaluation process of seasonal staff and interns, as assigned.
- Assigns daily tasks and projects to junior seasonal staff, volunteers and interns.
- In coordination with the Department Director, trains other site interpreter associates, interns and volunteers, to carry out interpretive programs and to provide excellent customer service to museum guests.

Work Environment and Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most buildings this associate will work in are not climate controlled. The position will be standing much of the day and working both inside and outside historic buildings while wearing reproduction period clothing provided by Living History Farms. The position requires some outdoor work in a variety of conditions. Work may be performed in dusty/dirty 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 noisy. Essential duties may include working while 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 50 pounds.

EDUCATION & SKILLS:

- Ability to communicate and work effectively with others, both staff and volunteers. Must be able to work independently or as part of a team to deliver quality educational programming.
- Bachelor's Degree in related field
- Enjoys working with the general public, and people of all ages, especially children.
- Possesses excellent communication (verbal and written) skills
- Knowledge of making traditional Indigenous crafts (for example, house-construction, baskets, pottery, clothing, etc.) is helpful, but not required.
- Basic abilities to use tools, such as hoes, saws, hammers, screw drivers, hand held drills.
- Display a willingness to learn, and a "can do" mentality
- Research skills in both digital sources and library/archive settings
- Approach situations with creative, analytical and problem-solving skills
- Demonstrate exceptional customer service skills
- Enjoy working in a dynamic, fast-paced, team-oriented workplace
- Demonstrate an ability to work independently, following through on tasks to completion
- Be comfortable working outdoors, sometimes in adverse conditions such as heat, rain, etc. During the touring season, this person will be assigned to an outdoor site without air-conditioning.
- Able to perform physical tasks (lift 50 lbs.) with physical mobility

- Have experience with computer programs, such as the Microsoft Office package
- Successfully pass a criminal background check

Position Hours:

Summer touring season days primarily are scheduled from 8:15 am – 4:15 pm, Tuesday through Saturday. Consistent attendance and scheduling flexibility are essential functions of the position.

General Information:

Living History Farms is accredited by the American Alliance of Museums. Its mission as an interactive outdoor museum is to educate and connect all peoples to the many stories of Midwestern rural heritage. All staff are required to uplift our mission, advance the museum's core values in their work and consistently provide professional interactions with the public and co-workers with excellence. Living History Farms is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. For more information, please visit www.Livinghistoryfarms.org.