



Paid Undergraduate Internship Posting (2024)

Title: Historic Interpretation Intern
Classification: Seasonal, Fulltime, Non-exempt
Department: Programming
Reports to: Co-Director of Programming (Education)
Wage: \$12.50 per hour

JOB SUMMARY:

The historic interpreter intern assists Living History Farms in achieving its mission: to educate and connect all people to the many stories of Midwestern rural life heritage.

You will interact with the museum's guests, explaining the history and trends in agriculture and rural life in the Midwest through conversations, demonstrations, and hands-on activities, all while learning and strengthening professional development skills.

You will work at 2-3 of the different historic areas at Living History Farms. Much of the time, you will be working outdoors, while wearing clothing issued by Living History Farms that reflects the clothing of the time period. When working at the 1700 Ioway Farm, you will wear modern museum service uniform clothing issued by Living History Farms.

Upon successful completion of the internship requirements, you may have earned up to a maximum of 6 hours of college credit through Graceland University, Lamoni, Iowa. Non-Graceland students must transfer credits to their home university and are responsible for any fees associated with this.

Specific Duties:

- Greet and interact with museum guests in an open, friendly manner.
- Interpret historic events and facts for museum guests of all ages. Communicate information with cultural awareness and sensitivity, creating a safe learning space for all ages. Direct guests' curiosity and interests to provoke thoughtful consideration of other cultures and experiences.
- Engagingly demonstrate and interpret daily historic activities (may include food preparation and food preservation, gardening with hand tools, crafts or sewing, use of period machinery, etc.) for school tours, day camp groups, adult tour groups and the general visitor.
- Actively encourage general visitors, especially children, to participate in interactive activities, including scheduled hands-on activities, as appropriate.
- Perform appropriate work, indoors and outdoors, in a variety of conditions consistent with the historical time period and the interpretive activity, and within the variations of Iowa's climate.
- Always maintain a professional demeanor, especially when interacting with the public, but also including during training sessions and with other staff.
- To successfully complete all requirements for earning academic credit,
 - Read assigned materials, complete papers and projects, and attend academic seminars.
 - Complete required number of interpretation hours (360 hours). Any time missed will need to be made up to successfully complete the program.

- Other duties as assigned.

Supervisory duties: None; will work with other paid, volunteer, & intern staff

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Consistent attendance is an essential function of the position. 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.

EDUCATION and SKILLS:

- High school diploma or GED required; preference if currently enrolled in a college or university with a major in museum studies, education, history, or related field.
- Enjoy working with the public, and people of all ages, especially children!
- Possess excellent communication (verbal and written) skills.
- Display a willingness to learn, and a “can do” mentality.
- Approach situations with creative, analytical, and problem-solving skills.
- Demonstrate exceptional customer service skills.
- Enjoy working in a dynamic, fast-paced, team-oriented work environment.
- Demonstrate an ability to work independently, following through on tasks to completion.
- Be dependable, reliable, punctual, trustworthy- the museum’s guests and your co-workers are counting on you!
- Be comfortable working outdoors, sometimes in adverse conditions such as heat, rain, etc. (Most buildings are not climate-controlled.)
- Able to perform physical tasks with physical mobility, such as lifting up to 50 lbs., walking over uneven ground, standing for long periods of time, etc.
- Have experience with the Microsoft Office package and Google
- Successfully pass a criminal background check

POSITION HOURS and SCHEDULE:

- The internship runs from **May 17 – August 10, 2024.**
- Averages 30-40 hours per week, Tuesday through Saturday. The workday is usually about 8:45 – 4:15. While rare, the schedule may also include an occasional evening, which will be scheduled well in advance.
- **Required days:** You **MUST** be here for these event days: June 22; July 4; Aug. 3. If you are not able to be here on these dates, consider not applying.
- **Internship requirements:**
 - Must complete required number of internship hours (360 hours). Any time missed may impact how many hours of credit are earned.
 - Attendance required at 3 museum seminars over the course of the internship.

Application procedure:

Complete the **official on-line paid intern application** at <https://www.lhf.org/internships/>.

You must also provide:

- a cover letter and resume
- contact information (email & phone) for 3 references.

Questions: Daniel Jones, Co-Director of Programming (Education); e-mail: djones@lhf.org

Return completed application to:

Daniel Jones, Co-Director of Programming (Education)

By Email to: djones@lhf.org

Or via mail to: Living History Farms
Attn. Daniel Jones
2600 – 111th Street
Urbandale, IA 50322

Deadline to apply: Open until filled.

General Information:

Living History Farms is an interactive outdoor history museum, which educates and connects all peoples to the many stories of Midwestern rural heritage. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters recreate daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. The season typically runs approximately May 1 – October. For more information, visit <https://www.lhf.org/>.

Living History Farms is among the elite three percent of national museums accredited by the American Alliance of Museums (AAM), the only organization representing the entire scope of the museum community.

Updated: 01/09/2024 rh/jd/dj