



## **2020 PAID INTERNSHIP: Historic Interpretation**

*Earn \$\$\$ and gain valuable experience while you learn!*

**Earn valuable work experience, an hourly wage, and 6 hours of history credit, tuition free!**

Living History Farms offers a 12-week paid internship in partnership with Graceland University.

(Credit is through Graceland University; non-Graceland students must transfer credits to their home university, and are responsible for ensuring that the internship meets their home university's requirements.)

In addition to college credit and an hourly wage, students will also receive:

- Job-specific training, relating to the intern's assigned work locations (such as how to make a broom or do farm chores or cook on a wood stove)
- A general introduction to working in a non-profit, museum setting
- An overview of the types of careers available in the museum field
- Consistent supervision from the museum's staff
- Constructive and timely feedback, in a mentoring situation
- Valuable experience working with the public
- A chance to see classroom theories in a real world setting

This internship is open to all majors, but you must have an interest and aptitude for working with people. All interns must have completed at least one year of college and be classified as a sophomore before the start of the internship. Applications accepted on-line beginning January 2020.

**Job Title: Historic Interpreter- Intern**

**Departments: Interpretation / Education**

**Reports to: Education Director**

**Schedule:**

- 12 weeks, May 21 – August 16, 2020, averaging 30 hours per week
  - Start and end dates might be negotiable, depending on situation.
  - Any time off during these 12 weeks must be made up after August 16.
- Schedule includes both weekend days with days off occurring during the week
- Generally 8:45 - 4:15 Monday through Saturday, 11:45 – 4:15 Sundays
- Occasional evening work may be necessary, although is very rare.

**TO APPLY:**

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

You will be asked to upload a cover letter with learning objectives and a resume, and to provide 3 references. Incomplete applications will not be considered.

**DEADLINE TO APPLY:** Open until filled- Interviews begin in February 2020.

**QUESTIONS:**

Contact Daniel Jones, Education Director & Internship Coordinator, via e-mail at [djones@lhf.org](mailto:djones@lhf.org).

## SUMMARY:

Historic interpreter interns assist Living History Farms in achieving its mission: to educate, entertain, and connect people of all ages to Midwestern rural life experiences.

This position involves explaining through demonstrations and interactions with the public the history and trends in agriculture and rural life in the Midwest. A majority of the time, this person will be working outdoors, while wearing clothing issued by Living History Farms that reflects the clothing of the time period.

The intern will work at some combination of the following: historic Flynn Mansion, 1700 Ioway Farm, 1850 Pioneer Farm, 1900 Horse-Powered Farm, Tangen House, Elliot Millinery Shop, Advocate Printing Office, and/or Walnut Hill Broomworks.

## Position status and benefits:

- Classified as temporary, part-time hourly, non-exempt, with **hourly wage of \$7.25.**
- Work week averages 30 hours including weekends, days off generally fall during mid-week
- Up to six credit hours through Graceland University tuition free
  - In order to receive the credit, the intern must successfully complete all required internship assignments, including a project and required number of interpretation work hours.
  - Fees associated with tuition paid for by Living History Farms
  - Intern must pay for transfer of college transcript to his or her original school, if they are not a Graceland University student
- Formal reviews will occur at the mid-point and at the completion of the internship; coaching and feedback given frequently and regularly
- Interns will also receive:
  - A general introduction to field of museum studies
  - An overview of the types of careers available in the museum field
  - Job-specific training, relating to the intern's assigned work locations
  - Consistent supervision from the museum's staff
  - Constructive and timely feedback, in a mentoring situation
  - Valuable experience working with the public
  - A chance to see classroom theories in a real world setting

## RESPONSIBILITIES:

*As part of the internship, students will be asked to...*

- Greet and interact with museum visitors in an open, friendly manner.
- Interpret historic events and facts for museum guests of all ages.
- Demonstrates and interprets 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 public.
- Encourage general visitors, especially children, to participate in interactive activities, including scheduled hands-on activities.
- 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. Most buildings are not climate controlled.
- Read assigned materials, complete assigned papers and projects, and attend academic seminars, in order to successfully complete all requirements for earning academic credit.
- Maintain a professional demeanor at all times, especially when interacting with the public, but also including during training sessions and with other staff.
- Complete required number of interpretation hours (360 hours). Any time missed will need to be made up in order to successfully complete the program.

**QUALIFICATIONS and SKILLS:***Successful candidates will...*

- Possess a high school diploma or GED required, and be classified as a sophomore or higher at their college or university
- Like working with the general 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 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. (Most buildings are not climate controlled)
- 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

**GENERAL INFORMATION:**

Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily lives of early lowans on three farm sites spanning the years 1700-1900 and an 1875 town. The season typically begins May 1 and runs to mid-October. For more information, please visit <https://www.lhf.org/>.

**Posted: 01/07/20**