



# HERITAGE HILL

STATE HISTORICAL PARK

## Interpretive Manager Position Description

Heritage Hill State Historical Park is a 56-acre living history site in Green Bay, Wisconsin featuring over 25 buildings from the 17<sup>th</sup> – 20<sup>th</sup> centuries. This mission of HHSHP is to enrich the lives of others by sharing Northeast Wisconsin's diverse cultural and historic ties that bind our communities together. This is achieved through the use of traditional museum exhibits and historical interpreters engaged in period appropriate pastimes.

### Position Description

The Interpretive Manager is responsible for the historical content, authenticity and improvement of the park. This includes being an expert (or showing a willingness to learn) the historical content of the 4 time periods interpreted at Heritage Hill and ensuring that all clothing, props, activities, etc. are properly staged/used/executed throughout the park. They will coordinate the training and scheduling of all seasonal interpretive staff.

This individual will report to the Director of Engagement and should be motivated, self-sufficient, and interested in joining a small, hard-working team that is re-envisioning HHSHP's interpretive approach.

### Primary Duties

- Responsible for the historical accuracy and authenticity of all public historical spaces
- Coordinates the updating of historical props, clothing, etc. with vendors and park staff
- Leads the training and support of seasonal interpretive staff, in part by working alongside seasonal interpreters to model and train by example (this individual can expect to spend approximately 50% of their time in costume interpreting in the park)
- Responsible for the scheduling of seasonal interpretive staff
- Helps execute elements of the site interpretive plan, revising aspects as necessary
- Can create, execute, and evaluate interpretive programs and exhibits
- Experience with living history museums or reenacting desired, especially as related to the specific historic time periods and themes represented at HHSHP
- Supports educational programming such as but not limited to assisting with field trips, youth workshops, historical encampments, guided tours, special seasonal and member events and more
- Participates in daily operational duties such as but not limited to answering phones, leading tours, selling tickets, scheduling tours and programs, etc.
- Ability to work with and within a small team in a rapidly changing environment
- Other duties as assigned

### Salary

*Updated 11December2023 -CEG*

*Approved 11December2023 – MT*



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\$36,400.00 annually. This is an exempt salary staff position that includes employee health insurance, 401K contribution, paid time off, and other benefits.

Applications due January 31, 2024. Projected start date is February 2024.

## **Minimum Qualifications**

Bachelor's degree in history, public history, education, museum studies, or other relevant field or three (3) years of experience combining key elements of this position such as education, historical interpretation, history, visitor services management, engagement with the public, etc.

Review of applications will begin immediately and continue until filled. Heritage Hill State Historical Park is a 501(c)3 non-profit educational organization. To apply please email a cover letter and resume to [claire@heritagehillgb.org](mailto:claire@heritagehillgb.org). Heritage Hill State Historical Park is an equal opportunity employer.