

Living History Farms Job Description

Position Title: Manager, Walnut Hill Town

Reports to: Director of Interpretation

Status: Fulltime, exempt

Classification: Manager

Manages: Site Supervisors at Tangen House and Trades, as well as Site Coordinators at General Store, School House, Drug Store, Baseball Program, Dramatic Society Program, (2 FTEs and approximately 15-20 seasonal staff), Core Volunteers & interns.

Job Summary:

Oversees the historic interpretation of multiple buildings and programs in the recreated town of Walnut Hill, including the staff, annual operating budgets and interpretive programs provided to the community. Oversees skills training and strict safety guidelines for equipment, activities and programs, ensuring safe practices are adhered to by interpretive staff and volunteers. Plans and prioritizes historic site strategies and operations to fulfill our mission and serve the community with excellent historic programs. Plans and coordinates staffing for all Walnut Hill sites, including historic trades and textiles. This position is a working manager, working side by side with supervisors, at each historic sites during the general touring season.

Position Responsibilities:

- Directs and oversees the work of all staff and their work schedules in Walnut Hill buildings. Conducts performance reviews and implements necessary improvement plans for town site coordinators.
- Ensures and enforces all museum policies and procedures are followed by staff, volunteers and interns.
- Manages all town staff meetings and recommends programming, staffing and all strategic planning to the Director of Interpretation and the President regarding the historic town sites.
- Develops and recommends strategies to improve existing and introduce new educational and interpretive programs.
- Trains all historic town site staff, interns and volunteers as needed on programs, museum best practices, policies and procedures.
- Directs Historic Trades Supervisor and assists/monitors training and maintenance of historic skills at Blacksmith, Broom shop, Print shop.
- Recommends annual site expenditures and capital expenditures during the normal budget cycle. Monitors and adheres to all expenses in accordance with budgetary constraints. Approves all purchases and expenditures of town site staff.
- Works with the Director of Interpretation and Historic Farms Manager (as needed) to plan and execute historic snapshot events, such as Election Day, Circuit Court, Funeral, etc. in Walnut Hill.
- Works with Director of Interpretation and Historic Farms Manager to plan and execute programming utilizing museum livestock in Walnut Hill.
- Participates in Winter Historic Foodways programs as a cook, host at any of the foodways program sites, or other positions including Dinner Coordinator as assigned.

- Works with the Director of Interpretation and Director of Collections to create and recommend furnishing plans for the sites.
- Work with Director of Marketing when promotional opportunities arise to identify sites and interpreters to be featured in media and advertising.
- Coordinates all community events at sites with the Community Events Manager, including all special request rentals such as films, races etc. related to those sites.
- Closely coordinates with the Development department regarding site plans as they relate to potential funding opportunities and the fulfillment of grants and donations for the historic sites specifically that fall within budgeted priorities and the institutional strategic plan.
- Develops and maintains positive vendor relationships and partnerships to successfully execute public programs.
- Creates and develops new programs that are mission related in close coordination with the Directors of Interpretation and Education relative to our interpretive themes.
- Closely coordinates with the Director of Facilities and Security to prioritize all site maintenance and improvement projects, preventative maintenance plans and security for the historic town sites.
- Other duties as assigned.

Background:

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 private, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily life of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. The general touring season begins May 1 – mid October. For more information, please visit <https://www.lhf.org/>.

QUALIFICATIONS: College degree in history, education, American studies or related field OR equivalent combination of education, experience and training. Two to three years of living history interpretation experience preferred with in-depth knowledge of interpretive and living history techniques. Interest in 19th century rural American culture, including 19th century domestic skills, trades, commerce, medicine, fashion and small town life. Must have excellent leadership and mentoring skills, with willingness to train and work with employees, volunteers and interns of all ages. Previous volunteer supervisory experience preferred. Excellent skills in working with children and a desire to conduct children's programming vital. Excellent communication and interpersonal skills, plus enthusiasm for interpreting to school groups and the general public. Must have strong organizational skills with the ability to handle multiple tasks and detailed information. Must be comfortable working both indoors and outdoors in all types of weather conditions. Must be able to lift 50 pounds. Able to handle the physical demands needed to do living history interpretation in open air historical sites with the ability to observe and evaluate programs and staff. A criminal background check is required. Proven strong collaborator effectively fostering a cooperative team-based environment and effectively manage interpretive staff, interns and volunteers. Must be willing to work a flexible schedule, which may include seasonal weekends or evenings.

To apply: Send cover letter, resume and 3 professional references to jdennis@lhf.org

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