

## Living History Farms Job Posting

Position Title: Flynn Farm Domestic Coordinator

Reports to: Historic Farm Manager

Status: Seasonal, hourly, non-exempt

Classification: Coordinator

Coordinates: Flynn Farm Domestic Interpreter Associates  
Flynn Farm Interns and Volunteers

**Job Summary:** The Flynn Farm Domestic Coordinator ensures fulfillment of the daily domestic interpretive programs at the Flynn Mansion and Farm including leading hands-on activities, craft activities, historic foodways and gardening with museum patrons. The Flynn Mansion Domestic Coordinator maintains proper daily care of gardens, and house interior spaces. He or she trains and monitors domestic skills of Flynn Domestic Interpreter Associates. He or she plans daily domestic activities and expends budgeted Flynn Mansion Domestic resources. Coordinator works with Historic Farm Manager to plan and execute over all site interpretive goals. He or she is cross trained for basic program competency in Flynn Farm Agricultural interpretation and other Living History Farms historic sites as assigned.

### Position Responsibilities:

- Provides excellent customer service to museum guests, whenever interacting with the public.
- Coordinates, demonstrates and interprets the daily interpretive program focusing on life and culture of a wealthy Victorian era Iowa farming family.
- Develops and conducts daily guest interactions, demonstrations, hands-on activities and special events (such as the Victorian birthday party and Family Christmas Event) for museum guests, and for special programs (such as Home School Day and Ag Day), in the areas of Victorian family and social culture, textiles and domestic crafts, foodways, gardening, period farming and business culture, and household material culture as assigned by the Historic Farms Manager/Director of Interpretation.
- Leads seasonal education programming as assigned, for adults and children, including enrichments, adult education classes, day camp, tour groups and other programs.
- Develops skill in demonstrating processes and equipment related to a 19<sup>th</sup> century Victorian household, including cultural etiquette, foodways (wood stove cooking/food preservation), domestic house-keeping, textiles, gardening, poultry care, and discussion points of general farming information appropriate to the Flynn family and farming operation.
- Conducts routine site upkeep including cleaning of household interiors and equipment, gardening, care of poultry, according to museum guidelines. Alerts Historic Farms Manager when further repairs beyond site are needed.
- Maintains and monitors strict safety guidelines for equipment, activities and programs, ensuring safe practices by all site interpreter associates.
- Coordinates use of on-site artifacts according to museum guidelines, conducts assigned site inventories, and notifies historic farm manager when repairs are needed.
- In coordination with Historic Farms Manager, trains other site interpreter associates, both paid and volunteer, to carry out interpretive program and to provide excellent customer service to museum guests.
- Assists in evaluation process of paid staff and interns, as assigned by Historic Farm Manager.
- Purchases supplies and materials for demonstrations, activities and classes within the parameters of the site/program budget, as approved by the Historic Farms Manager.
- Becomes certified under Living History Farms internal procedures to safely handle small livestock, such as chickens.
- Trains to safely operate modern kitchen and maintenance equipment, including but not limited to pressure canners, commercial food mixers, convection ovens, garden tillers, wet/dry vacuums.
- Reads and understands historical and agricultural source material as provided. Conducts historical and agricultural research when assigned.

- May serve as a member of the LHF Livestock/Fields Committee, as assigned.
- Collaborates with other team members to ensure Flynn Farm Domestic/Agricultural programs, including livestock care and garden plantings are conducted under museum best practices, budget parameters and museum's agriculture master plan.
- Cross trained to work at other working farms (1900, 1850 and 1700), as well as one Walnut hill site as assigned.
- Other duties as assigned.

**QUALIFICATIONS:** College degree in history, education, Museum Science, American studies or related field OR equivalent combination of education, experience and training. Previous living history museum experience, with 2-3 years' experience in domestic programming, preferred. Excellent communication and interpersonal skills required; along with strong management and program planning skills. Experience working with volunteers, required. Must be able to master historical information and techniques with ability to train others. Must possess enthusiasm for working with the general public, including superior customer service skills. Must excel in working with groups of children. Ability to perform physical tasks needed to authentically re-create the activities of a Victorian farm house required. Work environment requires standing for long periods of time, working in heat, and contact with small livestock. Must be willing to work a flexible schedule, including weekend days.

**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/>.

To apply: Send cover letter, resume and 3 professional references to [jdennis@lhf.org](mailto:jdennis@lhf.org)

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