

Quiet Valley Living Historical Farm
Job Description

Job Title: Historic Interpreter
FLSA: Exempt – Part Time
Date: 01/2018

Position Function: To interpret 19th century farm, domestic spaces, activities, school and conduct tours for visitors to Quiet Valley Living Historical Farm.

Job Relationships:

Supervises: No one.

Supervised by: Management

FUNCTIONS, DUTIES, & RESPONSIBILITIES:

General Duties:

- Represent Quiet Valley with a positive, respectful, and courteous attitude and demeanor with other staff and the public at all times.
- Know and follow appropriate emergency procedures as set forth by Quiet Valley policy.
- Complete work related tasks, not specifically set forth in the job description, as requested by management.
- Conduct school tours and summer tours around the historic farm.
- Ability to work with visitors of all ages including children and adults.
- Willingness to learn and demonstrate historic crafts and trades

Interpretation:

- Conduct school tours, regular summer tours, workshops and special events programming
- Demonstrate 19th century skills, farm chores, and associated knowledge.
- Provide the visiting public with informative, accurate, and engaging information about Quiet Valley Living Historical Farm, the history of Pennsylvania and 19th century America.
- Serve as role model for seasonal interpretive staff.
- Ability to conduct tours in first person interpretative style.

Qualifications:

- Knowledge of farm animal husbandry or ability to learn
- Prior work at historic site is helpful
- Experience with school tours, outreach programs and special events is helpful
- Volunteer experience
- Support Quiet Valley's mission, policies and procedures as outlined in staff handbook
- Demonstrate professional behavior, reliability, and dependability
- Physically able to lift 50 lbs
- Possess a valid driver's license with a clear driving record
- Ability to pass child abuse and criminal record checks
- Working papers are required for those 18 years and younger

Working Conditions:

- This position is a seasonal, part-time position with 15 to 20 hours during slower seasons and 30 to 35 hours weekly during busy seasons.
- Ability to work a flexible schedule, including weekends
- The position includes some physical labor, in varying weather conditions.
- Ability to use or learn to use 19th century and modern farm equipment.

Please contact Quiet Valley Farm at 570-992-6161 or via email at farm@quietvalley.org for more information and sending applications.