

Position Description – Educator (Tour Guide)

Dakota County Historical Society

28 February, 2022

Description

Site Educators (Tour Guides) are responsible for assisting with the day-to-day operations of the Dakota County Historical Society's historic sites. The DCHS operates three historic sites in Dakota County: The Lawshe Memorial Museum in South St. Paul, the LeDuc Historic Estate in Hastings, and the Sibley Historic Site in Mendota.

Site Educators work closely with the Site Supervisor and other Society staff to execute the mission of the Dakota County Historical Society through our sites by providing engaging tours on the history of Dakota County and Minnesota. Each Educator may be assigned additional responsibilities to ensure the organization runs accordingly.

By working closely with staff and volunteers, the Site Educator can help develop and execute programs, in addition to providing tours.

Responsibilities

1. Visitor Experience
 - a. Greet the public and provide a positive and memorable experience for guests.
 - b. Lead engaging tours of DCHS historic sites for school and community groups, drop-in guests, and event attendees.
 - c. Assist in developing and implementing new tour and programming content.
 - d. Understand and clearly convey overall Society goals, mission, and programs.
2. Special Events and Programming
 - a. Assist in the development and execution of special events and programming.
 - i. Educator may be delegated responsibility for leading the development and execution of a special event or program.
 - b. Assist with special rental events to ensure guests have positive and stress-free experience.
3. Museum Store
 - a. Site Educators may be required to assist with the museum gift shop.
 - b. Complete opening and closing cash register procedures.
 - c. Conduct merchandising and cleaning of the museum store.
4. Volunteers
 - a. Engage, lead, and support dedicated volunteers in achieving the mission of DCHS and the Estate.
5. Community Relations
 - a. Be an enthusiastic ambassador for the DCHS and historic sites.
6. Site Maintenance & Safety
 - a. Ensure public areas of the site are kept neat, free of obstructions, and safe, both indoors and outdoors.
 - b. Identify unsafe conditions and address if capable of doing so safely.
 - c. Identify maintenance needs for the site as they occur.
 - i. May address maintenance needs if capable and time is available.

- ii. Notify supervisor of maintenance needs as they arise.

7. General

- a. Open and close the site as needed.
- b. Manage/conduct research and writing for tour content and exhibits as needed.
- c. Identify efficiencies or possible improvements to operations of site.
- d. Other tasks as assigned by the LeDuc Site Supervisor, Sibley Site Supervisor, or DCHS Executive Director.

Classification

Non-Exempt (hourly)

Seasonal Part-time

Hours vary dependent upon need (maximum 15 hours / week during peak season; potential for up to 2 – 4 hours per week during off season)

Skills and Experience (Required)

Education – High School Diploma

Work Experience – Minimum of one year experience as an interpreter, tour guide, or in a similar position or capacity.

Must be able to walk and stand for extended period of time; must be able to walk on uneven terrain, up hills and stairs; must be able to occasionally lift 50-pounds. Must have basic cash management skills. Must have basic computer skills (Outlook, Word, Excel).

Please indicate in your cover letter which site(s), you are willing to work at:

- LeDuc Historic Estate – Hastings
- Sibley Historic Site – Mendota

Compensation

\$11-\$14/hour

Maximum of 15 hours/week, mostly weekend hours

There is no guarantee of hours per week reaching 20

Health Benefits

None

Flex Time

None

Unpaid Time Off

Yes

Work Week

Typically, 1-2 days per week, may be more during special events

Additional hours as needed/flexible

Maximum of 15 hours/week

Deadline to apply Friday, March 18, 2022

To apply, please send a cover letter, resume and three references to:

dakotahistory@co.dakota.mn.us. Please put in the subject line "Site Educator Position."

Incomplete applications will not be considered.

To apply via mail, send to

Dakota County Historical Society
130 3rd Avenue North
South St. Paul, MN 55075