



Living History Farms

Title: Program Associate—1876 Blacksmith
Classification: Seasonal, non-exempt
Department: Programming
Reports to: 1876 Trades Supervisor
Wage Range: \$14-\$16 per hour

Job Summary:

The 1876 Blacksmith Program Associate assists Living History Farms in achieving its mission: to educate, entertain, and connect people of all ages to Midwestern rural life experiences. This position regularly interacts with museum guests, explaining through demonstrations the cultural stories and historic skills of Iowans at the Mathias Blacksmith Shop. The associate creates an inclusive learning atmosphere and inspires an appreciation of cultural history through demonstrations, hands-on activities and events. The associate works with historic tools, including hammers, anvils, bellows, coal forge.

Essential Duties & Responsibilities

- Provides excellent customer service to museum guests, whenever interacting with the public. Ensures an inclusive experience for all with the ability to create safe spaces for learners of all ages.
- Communicates information with cultural awareness and sensitivity, creating a safe learning space for all ages. Directs guests' curiosity and interests to provoke thoughtful consideration of diverse historic experiences in Living History Farms historic buildings.
- Demonstrates and actively encourages general visitors, especially children, to participate safely in interactive activities in assigned historic sites.
- Plans and ensures delivery of the daily interpretive program at the 1876 Blacksmith for all museum visitors, including craft demonstrations, hands-on activities, education programming for adults and children, including, day camp, tour groups and other programs.
- Monitors and assigns daily activities of seasonal site interpreters and volunteers. Assists Trades' Supervisors in training new blacksmiths, both paid and volunteer, as assigned.
- Manages routine site upkeep and maintenance including site cleaning, according to museum guidelines, alerting museum maintenance or collections department when further repairs are needed.
- Assists in executing special events, History Snapshots—such as the Victorian Funeral, and other special programs museum wide, as assigned.
- Works with Director of Finance to fulfill trades production items requested by them for museum sale, when interpretive demands allow.
- Cross trained to demonstrate and interpret other museum historic sites, which includes agricultural areas and livestock handling demonstrations.
- Conducts exploration classes at multiple sites including period farms for elementary age children, Adult Education Classes in trade sites, Winter Camp programming and other education program offerings, as available. Winter hours are not guaranteed.
- Other duties as assigned

Supervisory Responsibility:

- Assigns and monitors daily blacksmith site tasks to seasonal staff and interns.
- In coordination with 1876 Trades Supervisor, trains other site interpreter associates, interns and volunteers, to carry out interpretive programs and to provide excellent customer service to museum guests.

Work Environment and Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most buildings this associate will work in are not climate controlled. The position will be standing much of the day and working both inside and outside historic buildings while wearing reproduction period clothing provided by Living History Farms. The position requires some outdoor work in a variety of conditions. Work may be performed in dusty/dirty environments; in poorly lit areas; near open fires; working directly with animals, their food and waste. The noise level in the workplace varies from quiet to noisy. Essential duties may include working while sitting, standing, bent over or kneeling; may involve some lifting and moving of objects; standing for extended periods; climbing stairs, ladders, companionways, and/or gangways. Must be able to lift 75 pounds. Consistent attendance and scheduling flexibility are essential functions of the position.

EDUCATION & SKILLS:

- Communicates and works effectively with others, both staff and volunteers. Must be able to work independently or as part of a team to deliver quality educational programming.
- Bachelor's Degree in related field or commensurate experience.
- Basic knowledge of blacksmithing and working with hand-tools.
- Interest in Iowa's rural history and diverse cultural stories.
- Previous living history museum experience preferred.
- Mechanical aptitudes for adjusting and routine repairs to machinery preferred.
- Enjoys working with the general public, and people of all ages, especially children.
- Possesses excellent communication (verbal and written) skills.
- Displays a willingness to learn, and a "can do" mentality.
- Approaches situations with creative, analytical, and problem-solving skills
- Demonstrates exceptional customer service skills
- Enjoys working in a dynamic, fast-paced, team-oriented workplace
- Demonstrates an ability to work independently, following through on tasks to completion
- Comfortable working outdoors, sometimes in adverse conditions such as heat, rain, etc.
- Able to perform physical tasks (lift 75 lbs.) with physical mobility
- Proven computer skills, working with the Microsoft Office package, google suite, zoom.

Position Hours:

Summer touring season (April 15 through November 1) days will include Tuesday through Saturdays from 8:30 am – 4:15 pm approximately and hours average 35 hours weekly.

General Information:

Living History Farms is accredited by the American Alliance of Museums. It's mission as an interactive outdoor museum is to educate and connect all peoples to the many stories of Midwestern rural heritage. All staff are required to uplift our mission, advance the museum's core values in their work and consistently provide professional interactions with the public and co-workers with excellence. Living History Farms is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. For more information, please visit www.Livinghistoryfarms.org.