



Title: Agricultural Program Coordinator
Position Classification: Fulltime, Hourly, Non-Exempt
Department: Programming
Reports to: Director(s) of Programming
Wage Range: \$15.00-17.00 per hour

Position Summary:

The Agricultural Program Coordinator assists Living History Farms in achieving its mission to educate, entertain, and connect people of all ages to Midwestern rural heritage. This position works at each of the historic farm sites to ensure the museum's farm animals are safe and well cared for, while enhancing the visitor experience. The agricultural program coordinator plans and executes all chores, field & fencing work, veterinary care, emergency procedures, hands on activities, events, classes, and other animal encounters for our guests in coordination with the Program Director(s). This is a guest facing position providing historic information and interpretation while in reproduction historic period clothing. This position directs and supervises the work of the agricultural associate(s) and requires professionalism in all staff and guest interactions.

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.
- Demonstrates and actively encourages general visitors, especially children, to participate safely in interactive activities, including scheduled hands-on activities while explaining historic agricultural activities at the working farm sites.
- Coordinates routine site maintenance, farm chores, including barnyard maintenance, field work and basic livestock care.
- Coordinates veterinary care provider visits, monitors livestock health, files and updates daily chore sheets.
- Conducts hands-on education programs for LHF Day Camps, children's enrichments and adult education classes, wagon rides and special event programming, as assigned.
- Creates, recommends, and monitors livestock policies and procedures adhering to strict safety guidelines, ensuring safe practices by all site interpreters and in accordance with Living History Farms Livestock committee and policies.

- Effectively completes provided training to master skills, including proficiency in field work (with draft horses, oxen, and tractors), general livestock care, and use of period tools and machinery, cutting wood, morning, and evening chores, etc.
- Studies and understands historical resource materials and other information provided; conducts research to enhance site knowledge and programs as directed.
- Performs work with integrity and exercises professional judgment and sound decision making.
- Fluent in English and able to follow written and verbal directions.
- Cross-trained to interpret at other sites, as assigned.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position may supervise seasonal Program Associates, interns, and volunteers during the general touring season.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most buildings this position will work in are not climate controlled. This position requires 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.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will be standing most of the day and working both inside and outside of historic buildings. This position requires indoor and outdoor work, sometimes in adverse climatic conditions. Essential duties may include working 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 100 pounds. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Consistent attendance and scheduling flexibility is an essential function 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.
- Experience working successfully with the public, preferably in a museum, zoo, or other education-centered organization focused on the learner's experience and on hospitality such as a cultural attraction.
- Previous living history museum experience preferred.
- Minimum of two years of experience in a supervisory role at an agricultural center or farm with a focus on livestock management

- Must have an aptitude for working specifically with draft horses and cattle—previous 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 100 lbs.) with physical mobility
- Proven computer skills, working with the Microsoft Office package, google suite, zoom.

Position Hours:

This position’s work schedule will vary from winter season to summer touring season. Weekly hours will vary based on museum program reservations. Summer touring season days will include Tuesday through Saturdays from 8:45 am – 4:15 pm approximately. Sunday and Monday chore shifts are two-hour blocks, from 830 AM to 1030 AM or 330 PM to 530 PM. Winter workdays shift to Wednesday through Sunday and will include chore shifts and possible education programs dependent on museum needs. Historic Site work environment requires standing for long periods of time, often working in outdoor environment including heat/cold.

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.

Application procedure:

Send resume and cover letter with LHF application to:

Living History Farms
 Attn: Janet Dennis
 2600 111th Street
 Urbandale, IA 50322
 Email: jdennis@lhf.org
 FAX: (515) 278-9808