**Job Description** 

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| POSITION |
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| JOB TITLE: | Associate Curator of Living History | DIRECT SUPPORTS: | Curator of Education & Engagement |
| DEPARTMENT: | Education & Engagement | DIRECTLY SUPPORTS: | Living History Interpreters and Living History Volunteers |
| CLASSIFICATION: | Salaried, regular full-time exempt | SALARY RANGE: | $52,000+ DOE |
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| JOB SUMMARY |
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| The Associate Curator of Living History is responsible for the coordination and interpretation of the High Desert Ranch and Sawmill and its associated programs. The main duties include interpreting the site for visitors, demonstrating historical activities, managing living history interpreters and volunteers and assisting in daily operations in period clothing. The Curator of Living History will also assist in program and site maintenance as well as in other assigned duties. |
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| ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each) |
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| **80%** | **Manage Living History Program*** *Manage the daily operation of the Living History program including setup and take down.*
* *Maintain the High Desert Ranch and Sawmill.*
* *Supervise, train, evaluate and assist staff and volunteers in giving Living History interpretive presentations and informal experiences for audiences of all ages.*
* *Manage and supervise living history interpreters including training, program planning, and in program execution.*
* *Recruit, train, manage and schedule living history volunteers.*
* *Manage the living history budget including planning, tracking, and coding.*
* *In collaboration with the Curator of Education & Engagement and the Curator of Western History, research, plan, develop and implement Living History interpretive programs reaching audiences at the entry, intermediate, and deep dive levels of engagement.*
* *Collaborate with Education & Engagement Team to develop interpretive strategies to highlight under-told histories of the High Desert, specifically those of priority audiences.*
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| **10%** | **Special Living History Programming*** *Plan and implement ticketed and revenue generating programming utilizing the developed living history interpretive strategy and its priorities.*
* *Schedule and manage staff and volunteers in program execution.*
* *Work with Curator of Education & Engagement to work cross-departmentally to ensure program success.*
* *Serve as lead staff during and for Living History programs. Assist with afterhours and special event programming.*
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| **5%** | **Team Visioning and Support*** *Collaborate with the Education & Engagement Team to establish new goals and initiatives.*
* *Support Education & Engagement Team initiatives including outreach events, Kids Camps, and other items as assigned.*
* *Reflect on and evaluate direction of current programming and its tie to mission of the organization and team.*
* *Continue professional development through readings, trainings, and discussions with colleagues.*
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| **5%** | **Additional Duties*** *Contribute to and support the Museum’s DEAI initiatives*
* *Contribute to and support the Museum’s AZA and other accreditation processes*
* *Assist with museum-wide events, such as Free Days, fundraising gala, etc.*
* *Other duties as assigned*
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| QUALIFICATIONS |
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| EDUCATION/CERTIFICATIONS | * Required: Bachelor’s degree in history, anthropology, education, or a related field
* Preferred: certificate from National Association of Interpretation (CIG, CIH, or CHI) or other interpretive certificate
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| EXPERIENCE | * Experience interpreting in a museum, cultural, or living history setting
* Experience managing staff and volunteers
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| SKILLS/ABILITIES | * Excellent oral and written communication skills
* Excellent interpretation and communication skills including the ability to engage a wide variety of visitors
* Knowledge of and desire to learn more about the history of the High Desert, especially in relations to the Ranch and Sawmill
* Ability to effectively manage employees and volunteers from diverse backgrounds
* Ability to work independently and in a team environment
* Ability to work flexible hours and days, including weekends
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| PHYSICALELEMENTS | * Ability to lift 50 pounds and conduct physical work in an outdoor setting
* This position requires standing for longs periods of time, bending, stooping, lifting, carrying, and walking on uneven surfaces and working both indoors and outside in the elements
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| EQUIPMENTUSE | * Frequent computer and phone use
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| ACKNOWLEDGMENT |
| *I acknowledge that I have read and understand the above job description in its entirety and**am capable of performing all of the stated requirements.* |
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| Employee Name |  | Signature |  | Date |