

Heritage Hill State Historical Park
EDUCATIONAL EXPERIENCE COORDINATOR

Job Title:	Educational Experience Coordinator
Department/Location:	Education Department
Reports to:	Educator
Employment Status:	Part time (20 hours per week)
Revision Date:	May 2017

JOB SUMMARY

As a team member of Heritage Hill State Historical Park, you will help build a positive working environment as well as inspire, transform and build our community through exceptional cultural and historic experiences. Under the general supervision of the Park's Educator, the Educational Experience Coordinator provides principle support and assures seamless functioning of the Education Department.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

The following are the primary/essential functions of the position, and are not all-inclusive.

Purpose: Heritage Hill's Education Department has helped educate thousands of Wisconsin and the Upper Peninsula's children for many years. The Educational Experience Coordinator will help the Education Department make sure daily visitors and special event visitors have an extraordinary experience. The Educational Experience Coordinator position is essential for creating an atmosphere of going back in time, which includes distributing historic clothing for interpreters as well as planning historic activities and games for the public to participate in.

Key Responsibilities:

- Responsible for scheduling historic interpreters and activities for daily interpretation, tram tours, and programs.
- Create and prepare crafts and other activities for special events.
 - Assist in the overall planning for major and minor events.
- Responsible for the organization, distribution, and maintenance of period clothing.
 - Distribute researched documentation to interpreters on appropriate period clothing and accessories, and inform interpreters on proper attire, fashion, and manners
 - Regulate system for inventorying, distributing, recording, and maintaining period clothing
- Open and close the park as needed.
 - Arm and disarm buildings, as well as lock buildings.
- Responsible for the maintenance, organization, and distribution of interpretive supplies and equipment supplies used for the interpretative season, special events, and education programs.
 - This includes historic clothing, games, activities, and demonstration materials.

- Regulate inventory system of interpretative supplies and equipment that indicates each item's intended function, proper historical context, storage location, and maintenance needs.
- Oversee the training, distribution, and usage of interpretative supplies and equipment by interpreters and volunteers.
- Clean and maintain interpretative supplies and equipment or make necessary arrangements for the completion of this duty.
- Responsible for the laundry needs related to programs of the Education/Interpretation Department.
- Oversee animal care and gardening volunteers.
 - Recruit volunteers as well as maintain a schedule for them.
 - Address any concerns with animal health, supplies needed, etc. with the Education Department.
 - Check in on gardens and animals to be sure they're being maintained properly.
- Oversee the extraction, storage, and use of consumable goods related to interpretative and educational programs and monitor the supply of these resources.
 - Assist in the planning and planting of period gardens.
 - Oversee the food ways programs for summer interpretation and special events
 - Plan historic cooking demonstrations and activities for major and minor events such as Laura Ingalls Wilder Days.
 - Oversee the extraction of consumable resources from period gardens and other sources and make arrangements for their sale among staff.
 - Monitor the supplies needed for the interpretative season, educational programs, and special events.
- Assist in administration tasks as need.
 - Prepare new timesheets for seasonal employees and organize timesheet binder for seasonal staff and volunteers.
 - Some supervision of interpretative staff and volunteers required.
- Assist in training volunteers and staff; provide demonstrations and workshops as needed.
 - Recruit volunteers for help with all aspects of the Education Department.
- This position offers a flexible work schedule; some evening, weekend, and holiday work is required.
- Performs other duties as assigned.

The Length of Appointment: Ongoing

Time Commitment: 20 hours per week.

Qualifications:

Requires a minimum education of a high school diploma or equivalent. Progress toward a college degree in education, museum studies, or other related field and experience in a living history museum are preferred, but not required.

Individual must be a self-initiator, take direction, either written or oral, and be able to work without constant supervision. Must be able to problem solve in a fast-paced work environment, and should possess the ability to work independently and meet deadlines while retaining flexibility. Must be creative while being able to multi-task and be comfortable making quick decisions.

Individual must possess strong written and verbal communication skills and be highly organized with great attention to detail. Individual must feel comfortable wearing period clothing. Must relate to and communicate with adults and children. Must have a desire for historic accuracy.

This person must also be able to maintain effective working relationships with visitors, volunteers and staff. Must represent Heritage Hill in a professional and positive manner.

Working Conditions: Must be able to walk, at times, one half mile without difficulty. Prolonged sitting, standing, and occasional high pressure and long hours due to seasonality of business. Must be able to lift up to 35 pounds as needed.

Support: This position will be managed and trained by Heritage Hill's Educator.

Age Requirement: Must be at least 18 years of age.

Dress Code: Business casual.

*Heritage Hill State Historical Park
Heritage Hill State Historical Park is an equal opportunity employer.*