



Title of Position: Historical Interpreter
Reports To: NNC Executive Director
Status: Part-time, regular (approximately 520 annual hours)
Hours: Typical schedule: Memorial Day-Labor Day: One weekday a week and approximately every third weekend. Offseason (September-May): One weekday a week. All year long: occasional weekend and event hours outside of regular hours.

About the Ney Nature Center: The Ney Nature Center is dedicated to the preservation of the natural state of its surroundings, restoring and preserving the buildings of historical significance, and engaging the greater community in connecting with the natural world on the 446 acres of parkland, bequeathed by Ruby Ney and Don Ney to Le Sueur County of Minnesota.

Through innovative high-quality interactive programming, the Ney Nature Center brings generations together connecting them with the natural world and inspiring their commitment to preservation and building their desire for natural world engagement.

Position Summary:

The Historical Interpreter is a critical staff role with significant responsibility for the Mayo House and Ney Nature Center historical interpretations. Programming is developed in this assignment to provide the “in place” historical perspective at the Mayo House and Ney Homestead. Beyond programming, there is responsibility for designing and developing educational displays for independent viewing and programs, researching and fact-checking, and networking with other local community organizations. This assignment includes working with staff, interns, and volunteers in multiple facets of programming and site maintenance for the Mayo House. Additionally, working as part of the Ney Nature Center program team, there is the responsibility to support site hosting as well as the design, preparation, and delivery of programming related to the Ney Homestead.

Job Responsibilities:

Vision, Mission, and Strategic Plan

- Provide input for Board of Director status updates regarding programming for Mayo House: offerings; participation; and all other relevant analytics
- Provide content to support the marketing plan strategic initiatives and action items in collaboration with the Programs & Marketing Coordinator and other staff members
- Network and foster partnerships with other community organizations

Mayo House Responsibilities:

- Provide Programs that include historical interpretations, educate visitors, and actively engage them;
- Study, research, & acquire site materials to support historical interpretive programming;
- Design and develop educational displays for program and visitor viewing;
- Develop and deliver a quarterly program/activity related to the Mayo House and its time period;
- Provide administrative support as needed for the site; including management and record keeping for participant and group admissions
- Provide site housekeeping support to maintain the internal environment;
- Support program assessments like participant satisfaction surveys; and
- Engage volunteers and provide support for special projects as assigned.

Ney Nature Center Responsibilities:

- Provide Homestead programs that include historical interpretations, educate visitors, and actively engage them;
- Study, research, & acquire site materials to support historical interpretive programming;
- Archive and organize histories for Ney, Kahlow, and other families that owned land that is now a part of the parkland;
- Design and develop educational displays for program and visitor viewing;
- Support the Programs and Marketing Coordinator in the development and delivery of Historical programming and summer camp programs related to the homestead;
- Accession, document, Stage, and organize the artifacts donated to Ney;
- Provide support for special projects as assigned

Required Qualifications:

- Degree in education, history, natural resources, recreation, science, or related field;
- Demonstrated ability to work well with children, adults, and diverse populations;
- Excellent communication skills including the ability to write, listen, and speak publicly in a clear, professional, and engaging manner;
- Demonstrated competence in verbal communication, particularly the ability to present information, ideas, directions, etc. clearly and concisely;
- Ability to work effectively with co-workers and supervisors to achieve the goals of the program;
- Demonstrated enthusiasm for history and outdoor education, even when conditions are challenging;
- Ability to effectively engage in behavior management to maintain visitor and/or students' interest and participation;
- Ability to work flexible hours (some evenings, weekends, and holidays)
- Valid Minnesota driver's license; able to lift up to 50 lbs; current First Aid certification or the ability to obtain certification upon hire.

Preferred Qualifications:

- Experience as an educator, program staff, naturalist, or related position at a cultural education center, nature center, historic site, or similar facility
- Experience with acting, storytelling, or musical performance abilities that can be used in interpretive programs.
- Ability to convey information about historical topics without bias and to encourage lifelong learning
- Experience in preparing lesson plans, outlines, or guides in preparation for teaching or facilitating activities
- Ability to manage work time effectively and with little supervision to ensure preparedness and project completion
- Demonstrated initiative to go above and beyond minimum assigned duties.

To Apply:

Submit your resume, cover letter, and two references to rebecca@neycenter.org. Applications will be reviewed on a weekly basis until position is filled.