

History Interpreter/Educator – Troy Historic Village

30 hours/week, M-F 9:00 am - 3:00 pm; some weekends, some evenings

Part-Time Staff Position \$16.50/hour

The Troy Historic Village is a collection of 11 historic buildings and associated artifacts used to engage the community in hands-on history. In a typical year nearly 25,000 visitors come to the Village for traditional school field trips, history talks and programs, specialty tours, blacksmithing classes, community events, and private rentals. The Village is owned by the City of Troy and operated by the Troy Historical Society.

The Troy Historic Village is seeking a History Interpreter/Educator. This individual will work with staff, including the Youth Programs Director, to present Village programs to groups of children, including school groups, homeschools, and scouts. Experience with children is a requirement; teaching background is preferred. This part-time position is a maximum of 30 hours per week. During periods of light programming time will be spent planning and researching. Village hours are Monday-Friday 10am-3pm though special events and programs may require some evening or weekend hours. Our team atmosphere is supportive of family needs. Currently, the Village offers limited benefits.

ESSENTIAL JOB FUNCTIONS (May include, but not be limited to):

- Teaching sessions for students on field trips. All sessions include content that meets Michigan's K12 Social Studies Curriculum Standards plus hands-on, interactive activities.
- Working with a team of presenters that take History to You Programs into schools in Southeast Michigan.
- Program set-up and clean-up; monitoring program supplies.
- Working with other interpreters/educators to develop new educational and enrichment programs for children, families, seniors, and other target audiences.
- Taking bookings for programs, sending invoices, answering questions, and otherwise communicating with teachers, scout leaders, etc.

SECONDARY JOB FUNCTIONS:

- Welcoming and orienting guests to the Troy Historic Village, includes use of cash register for sales.
- Working with collections staff to use appropriate primary resources in programming.
- Set up and clean up for Village events, including setting up tables and tents, moving picnic tables, and carrying boxes, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's Degree in American History, Michigan History, Education, Museum Studies, Anthropology, or related field OR completed at least half of relevant degree coursework for active college students.
- At least one (1) year of teaching experience, part-time museum experience, or other youth-centered experience (summer camp, day care, youth groups, coaching, etc.).
- Able to lift 20-30 lbs.

DESIRED TRAINING AND EXPERIENCE:

- Outstanding verbal communication and writing skills.
- Works well with children, teachers, and chaperones.
- A creative, positive, and team-oriented attitude.
- Skilled in Microsoft Office, specifically Word, Excel, and Power Point.
- Must have reliable transportation.

TO APPLY:

Applications are available at www.troyhistoricvillage.org. Submit a completed application, resume, and cover letter to Troy Historic Village, 60 W. Wattles Rd. Troy MI 48098, Attn: Jen Peters or email to jpeters@thvmail.org. Applicants will need to pass a standard school background check to work with children and vulnerable adults (after the completion of an interview). *The Troy Historical Society is an equal opportunity employer.*