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## Site Historian (part-time)

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### **JOB SUMMARY**

The Site Historian is the primary provider of the visitor experience at the Estates. Service to visitors, visitor education and visitor safety are equally important in the position. The Historian will regularly and continuously lead and organize tours on the site, discuss Museum exhibits and collections as well as present educational programs and other assignments as directed by the Historian Coordinator and/or Curator. It is expected that the Historian will take initiative in working with both groups and individuals to create a responsive and world-class visitor experience. Visitor service and knowledge are key activities of this position. As such, the Historian will consistently work with individual visitors, tour groups and the team of Site Historians. The Historian must be an effective communicator, an excellent listener, and a team player. Professionalism at all times is a basic requirement. The position reports to the Historian Coordinator.

### **HOURS AND SCHEDULE**

Edison Ford operating hours are from 9:00 a.m. to 5:30 p.m. daily (closed Thanksgiving Day and Christmas Day). Year-round historian staff members are expected to work up to 30 hours each week as assigned to meet organizational needs. Working hours can extend within a full business day of 8:00 a.m. to 6:00 p.m., and at times include evening hours. Flexibility is critical to success of the Estates mission.

### **ESSENTIAL JOB RESPONSIBILITIES**

- Present interpretive material relating accurate information relevant to the site and its subjects, ensuring the visitor receives a varied, educational, safe and enjoyable experience.
- Present special educational programs as needed.
- Speak in a group environment as well as individually with confidence and accuracy about the site including the overall importance of the site historically as well as the unique details of the site's history, industrial and botanical significance.
- Participate in regular meetings and training programs and other ongoing research opportunities to expand knowledge of the site and strengthen interpretive skills.
- Communicate to the Coordinator all visitor suggestions of improvements to keep the program effective and responsive to visitor needs.
- Work as a team with other historians, as well as volunteer docents and support staff.
- Other related duties including distribution of maps, educational materials, and visitor comment information as needed and assigned.
- Able to make consistent decisions with respect to visitor safety.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

The Site Historian Coordinator manages the interpretive staff in general and supervises the team on a day-to-day basis. Each year-round Historian is scheduled regularly as a team leader in the absence of the Coordinator. The team leader assumes the responsibilities of routine activities as staffing needs, visitor service support, information needs, and the like. Other members of the team are expected to follow the team leader's guidance and assignments.

## **MINIMUM REQUIREMENTS AND EXPECTATIONS**

- Bachelor's degree or significant completion from a four-year college or university with a degree in Engineering, History, Art History, Science, Business or related field to the Edison & Ford curriculum content.
- 5 years work experience in a school, museum, historic site, or related organization, or equivalent combination of education and experience.
- Historian must always speak clearly, analytically, and persuasively in positive or negative situations.
- Core knowledge will be tested upon 90 days employment and each year to be sure that base facts and new discoveries are known.
- Demonstrate an ability to establish and maintain effective working relationships.
- Experience in a flexible task and teamwork environment.
- Knowledge of US, World and Florida History as well as basic science related to the site.
- Must be lifelong learner and educator, able to communicate site and general information well, and have a broad as well as specific knowledge in a variety of fields.
- Must be able to work with all ages and special needs individuals and groups.
- Annual Performance Appraisal, response to Visitor Comment Cards as well as regular review will be conducted by the Historian Coordinator.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Regularly must stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds.
- Contact with internal and external customers, vendors, outside agencies and the general public.
- Occasionally exposed to adverse weather conditions, including wet and/or humid conditions and extreme heat.
- May be required to work hours other than the regular flexible schedule including nights, weekends, and holidays.
- Able to work in heat and a variety of outdoor situations for 6 - 8 hours.
- Able to project voice to communicate to groups.

[Click here to download](#) Edison Ford Employment Application.

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**TO APPLY E-MAIL LETTER OF INTEREST & RESUME TO:**

[employment@edisonfordwinterstates.org](mailto:employment@edisonfordwinterstates.org)

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