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## Historian – Part Time

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Use your skills to make a difference with visitors at the Edison and Ford Winter Estates -- one of the most-visited historic home sites in the country and a key historic and cultural landmark in southwest Florida. A National Register Historic Site open to the public since 1947, the site contains more than twenty acres of historic buildings and gardens, including the winter homes of Thomas Edison and Henry Ford, their botanical laboratory, and a 15,000 square foot museum.

## Job Summary

The Historian is the main provider of the guest experience at Edison Ford Winter Estates. Visitor service, education and safety are of equal importance in the position. Historians regularly and continuously lead tours on the site, discuss museum exhibits and collections as well as present educational programs and other assignments as directed by the program manager. 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. The Historian will consistently work with individual visitors, tour groups and the team of Historians. A Historian must be an effective communicator, listener and a team player. Professionalism is a requirement of the position. The position reports to the Program Manager.

## Schedule/Hours

Edison Ford is open 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 28 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. This position is required to regularly work weekend shifts, including Sundays and holidays. Flexibility is critical to the success of our mission.

## Essential Job Responsibilities

- Present historic material relaying accurate information relevant to the site and its subjects, ensuring the visitor receives a varied, educational, safe and enjoyable experience.
- Present educational programs as needed.
- Speak in a group environment as well as individually with confidence and accuracy about the estates including the overall importance of the historic significance as well as unique details of the site's history, industrial and botanical significance.
- Participate in regular meeting, training programs and other ongoing research opportunities to expand knowledge of the historic property and strengthen interpretive skills.
- Communicate to the Program Manager visitor suggestions of improvements to keep the program effective and responsive to visitor needs.
- Work as a team with other Historians, as well as volunteers 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 Program Manager manages the interpretive staff in general and supervises the team on a day-to-day basis. Each full-time, year-round Historian is scheduled regularly as a team leader in the absence of the Program Manager. 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

- A Bachelor's degree from a four-year college or university with a degree in Engineering, History, Art History, Science, Business or a related field to the Edison & Ford curriculum content is preferred but significant completion toward a degree mentioned above will be considered.
- The ability to speak clearly, analytically, and persuasively in all situations.
- Core knowledge will be reviewed upon 90 days of 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 teamwork environment.
- Knowledge of US, World, and Florida History as well as basic science related to the site.
- Must be a lifelong learner and educator, able to communicate historic 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, as well as regular reviews will be conducted by the program manager.

## 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.
- Will be required to work hours other than the regular flexible schedule including nights, weekends, and holidays.
- Able to work in the heat and a variety of outdoor situations for 6 – 8 hours.
- Able to project voice to communicate to groups.