

STANLEY MUSEUM - MUSEUM DOCENT

May 25, 2020 – September 7, 2020 (Weekends through September if available)

EMPLOYER: Sawtooth Interpretive & Historical Association (SIHA) (SA)

EMPLOYER'S MISSION: SA's mission is to protect and advance the natural and cultural history of the Sawtooth-Salmon River Country through preservation and education. SA is a non-profit 501(c) (3) association. For more about the Association please visit www.discoversawtooth.org

LOCATION: Working in the Sawtooth National Recreation Area in Stanley, Idaho offers a great opportunity for someone seeking a summer experience in a unique and spectacular setting. The Sawtooth NRA encompasses 756,000 acres in the "Heart of Idaho" where rugged peaks, alpine lakes, free running streams, and breath-taking scenery abound, about half of the area is congressionally designated Wilderness. The elevation at Stanley is 6300'. This stunning landscape inspires quiet introspection and observation as well as offering unlimited opportunities for hiking, climbing, fishing, mountain biking, camping, boating, and many other recreational activities. Our mailing address: Sawtooth Association, P.O. Box 75, Stanley, ID 83278.

POSITION SUMMARY: The Stanley Museum Docent oversees daily operations and maintenance at the Museum complex. The Museum Docent is responsible for daily operations at the Stanley Museum, including greeting the public, book and map sales, cleaning and maintenance of the building and the museum grounds, creating interpretive displays, and other media for delivering interpretive messages, and conducting interpretive talks at the museum. The Stanley Museum is housed in the historic Valley Creek Ranger Station, built in 1933 by the CCC, as the headquarters for the Stanley Ranger District. The Museum and restored ice house are on the National Register of Historic Places. The Museum is open to the public seven days/week from 11 AM to 5 PM from Memorial Day through Labor Day, and weekends through September. The Docent supervises a part-time Historic Specialist. The Docent's tour of duty is five days/week, with two days off, most likely not the weekend. The Docent schedules the Historic Specialist, accomplishes and schedules daily, weekly, and seasonal grounds maintenance, provides interpretive services and historical information, including Junior Ranger programs to visitors of all ages. Position also provides visitor information and answers to visitor's questions, and sells books, maps, and other merchandise to visitors. The coordinator creates and schedules all interpretive programs; and creates, and researches interpretive displays, and other media for delivering interpretive messages. The docent will provide their own computer and transportation.

GENERAL RESPONSIBILITIES:

- Open and close the Museum – pre & post season, and daily. Clean the museum each day, before and after closing.
- Operate cash register, sell books maps and other merchandise, balance books and count money each day.
- Grounds maintenance – lawn mowing, painting, cleaning, etc.
- Research, develop, and present specialized interpretive programs including guided walks, Junior Ranger activities, and evening programs. Locations may include the Redfish Center, Idaho Rocky Mountain Ranch, the Stanley Museum, or other venues. Assess and modify programs as necessary.
- Research and create interpretive rotating exhibits for the Stanley Museum.

- **2020 Project:** The Museum Docent, with the assistance of the Historic Specialist, will compile all abstracts and transcribed Oral Histories into PDF documents for the installation onto our webpage and easier dispersal to the public.
- Learn how to use the Past Perfect Cataloging Software and enter artifacts into our artifact catalog.
- Provide information about the area and trip planning assistance.
- Participate in seasonal training for SA staff.
- Provide information about the area and trip planning assistance at the Redfish Center.
- Participate in SA community events focused on providing education on natural and cultural resources and environmental awareness.
- Promote Interpretive Education at the Stanley Museum and the Redfish Center.
- Gather volunteers to assist with preparing for the Friday Forum and Lecture at the Museum.
- Participate in outreach to develop and maintain partnerships.
- Complete SA paperwork (time sheets, program number records, etc.).
- Attend and present reports at SA Board meetings.
- Interact with the public using our Social Media platforms via posts, blogs, etc.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in history, natural or cultural resources, interpretation, education, museology, public administration, environmental sciences, or related fields required. Experience may be substituted for education as appropriate.
- Have basic knowledge of PastPerfect archival software or willingness to learn
- Have an enthusiastic, friendly, people-oriented personality.
- Be resourceful, reflective, and self-motivated in a work environment.
- Show confidence in a leadership position.
- Demonstrate great planning and organizational skills.
- Have ability to work effectively alone as well as with others.
- Demonstrate good communication skills, both orally and in writing. Must be comfortable making contacts over the phone and e-mail. Must also be comfortable with public speaking.
- Have basic knowledge of interpretive techniques, and historic research and education techniques.
- Ability to walk up to 1 mile and lift, at minimum 20 pounds.
- Possess valid state driver's license; have access to a personal vehicle.
- Knowledge of Microsoft Office and social media or willingness to learn.
- Be willing to work some evenings and weekends.
- Be comfortable living and working in a remote location.
- Have a commitment to the mission of SIHA!

SUPERVISION: The Museum Docent will be supervised by SA's Executive Director.

TRAINING: The Docent will be trained by SA's Executive Director. SA's Outlet Manager will provide training for all sales duties. SA will provide training in the natural & cultural history of the Sawtooth NRA and SA's mission, partners, and policies. SA's Program Coordinator will conduct two weeks of

comprehensive training during the last week of May and the first week of June which the Docent and Historic Specialist are expected to attend. The USDA Forest Service will include the Museum Docent in its annual seasonal employee orientation (inclusive of safety, community, policy issues, etc.).

TYPICAL WEEKLY WORK SCHEDULE (40 HOURS): The tour of duty is five consecutive days from 10 AM until 5:30 PM. Duty station is the Stanley Museum. Friday's during Forum and Lecture days will be longer. A clean, professional appearance and friendly manner are expected.

PER DIEM/BENEFITS INCLUDE:

- \$1,000/month stipend is provided.
- Housing is provided free of charge at the Stanley Museum Apartment or at the Stanley Ranger Station employee compound.
- Personal vehicle mileage is reimbursed (at \$0.48/mile) for project work (NOT for traveling to and from work).
- SIHA polo shirts, jacket, and name tag will be provided.
- Supplies and project materials are provided.
- Weekly professional development lectures.
- Feedback regarding interpretive development.
- 20% discount on all SA bookstore items.
- A beautiful location for a seasonal position!

TO APPLY: Email cover letter, resume, and contact information for 3 references to siha-hiring-2020@discoversawtooth.org.

APPLICATION DEADLINE: Open until filled.

SIHA is an equal opportunity employer.