



POST OFFICE BOX 75 STANLEY, ID 83278  
[WWW.DISCOVERSAWTOOTH.ORG](http://WWW.DISCOVERSAWTOOTH.ORG)

**POSITION:** HISTORIC SPECIALIST - STANLEY MUSEUM

**TIME COMMITMENT:** Full-time/seasonal; May 25, 2024 – September 9, 2024 (Flexible end date and potential to work weekends through September)

**EMPLOYER:** Sawtooth Interpretive and Historical Association (SIHA)

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

**LOCATION:** Working in the Sawtooth National Recreation Area (NRA) 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. This stunning landscape inspires quiet introspection and observation as well as offers unlimited opportunities for hiking, fishing, mountain biking, camping, boating, and many other recreational activities.

Mailing address: Sawtooth Association, P.O. Box 75, Stanley, ID 83278.

**THE POSITION:** The Historic Specialist will work 5 consecutive days at the historic Stanley Museum. They are supervised directly by the Museum Lead and Executive Director and work together in order to tell the stories of Stanley to all the visitors who come through our doors, through interpretation, answering questions, and general information. A clean, professional appearance and friendly manner are expected. SIHA is a drug-free workplace.

**GENERAL DESCRIPTIONS OF DUTIES:**

The Historic Specialist 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.

COVID-19 or other unforeseen events may require SIHA to modify the duties listed below for the health and safety of our crew, our community, and our visitors.

**RESPONSIBILITIES:**

- Open and close museum.
- Clean museum each day, before and after closing
- Operate POS system, sell books, maps and other merchandise, balance books, and count money each day.
- Grounds maintenance – lawn mowing, painting, cleaning, etc.

- Answer questions about area history and assist visitors in learning the story of Stanley.
- Research and create interpretive exhibits for the Stanley Museum.
- Research, develop, and present specialized interpretive programs including guided walks, Junior Ranger activities, and evening programs. Locations may include the Redfish Visitor Center and Gallery, Stanley Lake, the Stanley Museum, the Stanley Basin Auto Tour, or other venues. Assess and modify programs as necessary.
- Advertise for SIHA events on a regular basis (through creating and posting fliers, social media outlets such as Facebook, Instagram, and blogs, and word-of-mouth).
- Participate in SIHA community events focused on providing education on natural and cultural resources and environmental awareness.
- Assist with sales of SIHA books and related items at the Redfish Visitor Center and Stanley Museum.
- Learn how to use the Past Perfect Cataloging Software, enter artifacts into catalog.
- Complete SIHA paperwork accurately and on time (time sheets, program number records, etc.).
- Manage logistics for Friday Forum & Lecture Series
- Co-coordinate one SIHA event (assigned at beginning of season). “Blueprints” for each event are available. Events include History Day, Smokey Bear’s Birthday, or Sawtooth Salmon Festival
- Assist in selling raffle tickets for our yearly fundraiser.
- Participate in outreach to develop and maintain partnerships.
- Wear facemask during working hours and follow all procedures, regulations, and safety measures put in place related to COVID-19.
- Other duties, as assigned.

**PREFERRED QUALIFICATIONS:**

- Have an enthusiastic, friendly, people-oriented personality.
- Education:
  - At minimum have completed two years of higher education, or
  - Have a Bachelor’s Degree in History, Anthropology, Natural Resources, Education, Geography, Public Administration, or Interpretation, or working toward a degree, in these or related fields, or
  - Comparable experience in Natural Resources, Education, History or Interpretation.
- Knowledge of Idaho history and willingness to learn.
- Self-motivation and flexibility are required. Be resourceful, reflective, and mature in the work environment.
- Must have a personal vehicle that is available to use in carrying out on-the-job duties.
- Possess valid state driver’s license
- Skill in verbal and written communications.
- Physical ability to stand for extended hours at a time.
- Knowledge of POS systems, Google Suite, Canva, and social media platforms, or willingness to learn.
- Have the ability to walk at minimum one mile and lift 20 pounds.
- Have the ability to work effectively on a team as well as alone.

- Be comfortable living and working in a remote location.
- Be willing to work some evenings and weekends.
- Have a commitment to the mission of SIHA!

**TRAINING:** The Sawtooth Association will provide training for the Historic Specialist regarding interpretation, natural & cultural history of the Sawtooth NRA, and SIHA's mission, partners, and policies. Further training on the Museum will be held with the Executive Director and the Outlet Manager. The USDA Forest Service will include the Historic Specialist in its annual seasonal employee orientation (inclusive of safety, community, policy issues, etc.).

**SUPERVISION AND MENTORING:** Historic specialist will be supervised/trained in specific site protocols by the Executive Director, Redfish Visitor Center Summer Programs Coordinator or Stanley Museum Docent. The SIHA executive director and Museum Docent will ensure adequate training is obtained. The Museum Docent will provide daily supervision throughout the summer. The SIHA Executive Director will meet with the historic specialist monthly to ensure professional development.

**PER DIEM/BENEFITS INCLUDE:**

- \$12/hour
- Shared housing is provided free of charge at the Stanley Ranger Station compound or the Sawtooth Valley Work Center.
  - Housing includes utilities (water, electric, sewer, garbage).
  - Housing units are furnished and include appliances and basic kitchenware.
  - Valued at ~\$600/month (typical rental costs in Stanley range from \$500-\$1100/month).
- Personal vehicle mileage is reimbursed (at \$0.55/mile) for project work (NOT including traveling to and from work).
- SIHA polo shirts, sun shirt, jacket, hat, and name tag will be provided. PPE is provided including face masks, hand sanitizer, and other items.
- Supplies and project materials are provided.
- Biweekly professional development lectures.
- Feedback regarding interpretive programs and development.
- SIHA membership and 20% discount on full priced SIHA bookstore items.
- A beautiful location for a seasonal volunteer position!

**TO APPLY:** Email cover letter, resume, and contact information for 3 professional/academic references to [hire@discoversawtooth.org](mailto:hire@discoversawtooth.org).

**APPLICATION DEADLINE:** Rolling, open until filled. Priority consideration will be given to applicants who submit a complete application no later than February 20, 2024 at 11:59 PM.

SIHA is an equal opportunity employer.