



POST OFFICE BOX 75 STANLEY, ID 83278
WWW.DISCOVERSAWTOOTH.ORG

POSITION: HISTORIC SPECIALIST - STANLEY MUSEUM

TIME COMMITMENT: Full-time/seasonal; May 22, 2025 – August 25, 2025

(Preference given to candidates who are available to work through September 15. Flexible end date and potential to work weekends through September 29)

EMPLOYER: Sawtooth Interpretive and Historical Association (SIHA)

EMPLOYER'S MISSION: The Sawtooth Interpretive and Historical Association's mission is to protect and advance the natural and cultural history of Idaho's Sawtooth and Salmon River Country through preservation and education. We manage 2 SNRA properties: the Redfish Visitor Center & Gallery and the Stanley Museum. SIHA is a non-profit 501(c)(3) association. For more about the Association please visit www.discoverawtooth.org.

LOCATION: The Sawtooth National Recreation Area (SNRA) encompasses 756,000 acres of rugged and beautiful land that is open for your exploration and enjoyment. We are located in the small town of Stanley, Idaho, right in the heart of wild Idaho. This stunning landscape inspires quiet introspection and observation and 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.

POSITION SUMMARY: 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. They are supervised by the 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. COVID-19 or other unforeseen events may require that SIHA modifies the duties listed below for the health and safety of our naturalists, our community, and our visitors.

GENERAL RESPONSIBILITIES:

- Attend and participate in training sessions/seminars.
- 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, but not limited to evening programs, Junior Ranger programs, and patio talks. Locations may include the Redfish Visitor Center and Gallery, the Stanley Museum, 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 SIHA History Day event. "Blueprint" for the event is available.
- Assist in selling raffle tickets for our yearly fundraiser.
- Participate in outreach to develop and maintain partnerships.
- Participate in daily, weekly, and seasonal cleaning/maintenance procedures to keep everything in working order. This includes seasonal opening and closing duties.
- Other duties, as assigned.

PREFERRED QUALIFICATIONS:

- Have an enthusiastic, friendly, people-oriented personality.
- Hold a degree in, be currently pursuing studies in, or have equivalent experience 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.
- Possess valid state driver's license; have access to a personal vehicle.
- 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 the Sawtooth Association!

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 Business Manager. If possible the Sawtooth National Recreation Area will include the naturalists in their annual seasonal employee orientation (covering safety, community, policy issues, etc.).

SUPERVISION AND MENTORING: Historic Specialist will be supervised/trained in specific site protocols by the Executive Director and Summer Programs Coordinator. TSIHA leadership will ensure adequate training is provided. The Executive Director will provide daily supervision throughout the summer and meet with the historic specialist monthly to ensure professional development.

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).
- 2 days off (these two days will be scheduled together but will not be Saturday & Sunday (i.e. days off may be Monday & Tuesday or Wednesday & Thursday, etc.).
- A half-hour lunch is scheduled each day.
- 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 position!

TO APPLY: Email cover letter, resume, and contact information for 3 professional/academic references to 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 5, 2025 at 11:59 PM.

SIHA is an equal opportunity employer.