

Department: Museum Experience Group
Job Title: Site Supervisor Specialist - Native
Reports to: Guest Experience Manager, Guest Experience Assistant Manager
Job Level: Three
FLSA: Non-Exempt
Position: Seasonal
Supervises: Living History Educator One/Two/Three

POSITION SUMMARY

The Supervisor Specialist acts as a liaison between site staff and site managers. The Supervisor will report to a MEG Director if manager is unavailable. Please Note: Specialists are first and foremost held to the position of Living History Educator; this job description describes duties and responsibilities given in addition to all of the duties assigned in the primary job description of Living History Educator. Specialists are expected to perform with attention to professionalism at all times and such performance ensures the continued success of the Specialist programs.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Make sure all buildings are unlocked and ready for site opening.
- Start fires on site as needed.
- Native- Set up all work areas with artifacts, furs tools needed for day.
- Oversees daily assignment schedule for staff and volunteers.
- Ensure staff are at appropriate work areas and take scheduled breaks.
- Ensure daily activities and special programming start and end on time.
- Native- Fill out daily log book.
- Fill out appropriate site forms and accident reports.
- Reports any staff incidents or guest complaints to Site Manager.
- Native- Secure artifacts, tools and houses at end of day.
- Post weekly site assignment schedules.
- At 5pm inform any guests on site that museum is closing and please exit to Visitor Center. Remind guests that their ticket is good for two days
- Colonial- Make sure chickens are secured for evening.
- Colonial- Make sure fires are out and water buckets are empty.
- Make sure all staff know workday has ended.
- Mill- Operate GS and VS register.
- Proactively initiate engaging and informative interactions with Living History Educators.
- Present themselves as a model employee for site staff.
- Demonstrate an understanding of varied learning styles and the methods that the Museum uses to share information in an effective way for each learning style.
- At all times, support the Museum's mission, vision, core values and customer service philosophy.

This description is not intended to be a complete list of all responsibilities, duties, skills, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of key responsibilities of the job as it is at present, management

reserves the right to revise the job or to require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time either to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employees concerned so that any changes are understood by employees.