



## Experience Facilitator Application Materials 2019

### Job Description:

**Our Work** is inspired by the Mission of the Wisconsin Historical Society to collect, preserve, and share Wisconsin's stories; and the **Vision** of Old World Wisconsin to set the standard for guest experiences that are engaging, enriching, authentic, relevant, and fun.

### Our Values

- Making our guests the focus of our work
- Embracing the many facets of stories and histories
- Nurturing curiosity and creativity
- Acting as cultural entrepreneurs
- Living “next time better”
- Being kind to one another

### Position Summary

**Experience Facilitators** encourage and support guests in connecting to history in new and hands-on ways. They are storytellers, encouraging friends, and champions of the curiosity and exploration that make history come alive at Old World Wisconsin. As part of the Guest Experience team, they work collaboratively to create experiences that are engaging, enriching, authentic and relevant to over 68,000 guests each year.

Each day Facilitators work face to face with guests – in both one on one and group settings. They demonstrate daily life in historic immigrant homes, businesses, and farms which can include cooking, cleaning, crafts, chores, and gardening. In this role, Facilitators are always ensuring that guests can share in the experiences, learning about the past (and themselves!). Facilitators are also stewards of the buildings and collections of the Wisconsin Historical Society, helping with daily cleaning and upkeep to ensure that we are able to share Wisconsin's stories well into the future.

### Essential Duties and Responsibilities

- Create an engaging and rich experience for guests of all ages and backgrounds by being hospitable, approachable, and engaging
- Initiate dialogue with guests and answer questions to promote curiosity and relevance
- Demonstrate and share domestic, agricultural, and craft activities (cooking, gardening, wood cutting, wood working, chores, leatherwork, food preservation, textile crafts, etc.) in a 19<sup>th</sup> century/early 20<sup>th</sup> century farm or village setting
- Facilitate hands-on learning for school tours, day camps, and the general public
- Responsible for routine cleaning of historic spaces



- Study and understand historical source materials and interpretation guides as directed by supervisor(s)
- Support special events and programs as needed
- Attend team meetings and participate in professional development
- Communicate and collaborate regularly with colleagues to improve team effectiveness
- Assist with implementation of emergency procedures when necessary to ensure the safety of visitors and the site
- Reliable and timely attendance
- Other duties as assigned

### **Qualifications**

- Excellent communication and interpersonal skills, with the public and within the Guest Experience Team
- Ability to think on one's feet and exhibit flexibility while ensuring exceptional guest experience
- Thrives on an environment where every day is different
- Willing to learn and practice historical information and techniques
- Possesses an enthusiasm for demonstrating and sharing historical activities with the public
- Ability to carry out assigned duties with a minimum of supervision
- Must be able to perform quality work within the daily Work Environment (see below)
- College degree or working towards one in agriculture, history, education, American studies or related field OR equivalent combination of education and/or experience and/or training preferred
- Education or experience in living history, public history, education, or related field a plus

### **Physical Demands**

- Requires prolonged sitting or standing, some bending, stooping, and stretching
- Requires hand-eye coordination and manual dexterity to sufficiently perform demonstration tasks
- Requires ability to walk between outdoor site locations daily

### **Work Environment**

- Work is performed in historic structures lacking climate control and with direct exposure to the outdoors in farm and wooded environments, including allergens and insects
- Work will be performed while in historic costume, in all weather
- Work involves daily contact with the public, and may involve dealing with difficult people, large groups of people, and facilitating experiences for guests facing challenges
- Days and hours may vary to accommodate specific programs and events

### **Important Information**

A criminal background check will be conducted prior to an offer of employment to determine if the circumstances of any conviction may be related to the job.



The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.

Verification of any academic degrees will be conducted prior to an offer of employment.

**Position Status/Benefits**

Seasonal position April through October (schedule includes working Saturday or Sunday) 16-35 hours per week. State residency required. This is a State of Wisconsin Limited Term Employment position, starting at \$9/hour.

**Contact**

Please send the completed application packet, including the WHS Application for Employment, to:

Anna Altschwager, Assistant Director, Guest Experience

**Old World Wisconsin**

Eagle, WI 53119

fax: 262-594-6342

email: [Anna.Altchwager@WisconsinHistory.org](mailto:Anna.Altchwager@WisconsinHistory.org)

**The Wisconsin Historical Society is an equal opportunity employer.**





4. Do you have any special skills or knowledge (acting, music, languages, trades, crafts, certifications, etc.) that you'd like us to consider integrating into your work as an Experience Facilitator?

**By submitting this application I agree to the following:**

- I am submitting schedule availability that is accurate to the best of my knowledge
- I will work July 4<sup>th</sup>
- I will work at least 1 weekend day in every schedule set
- I will work at least 1 day per week

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**Signature**

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**Date**



## The 2019 Season at Old World Wisconsin (Updated)

- Spring Season** April 29-June 7; Weekday school tours, Weekend public hours  
*\*Monday May 27 we will be NOT open for Memorial Day.*
- Summer Season** June 8 – Aug 30; Core Programing Fri-Sunday weekly
- Fall Season** Aug 31-Oct 13; Weekend Core Programing,  
 Tue-Fri school tours starting Sept 17
- Holiday Season** Oct 18-19, 25-26, 5:30-9:30 pm, *Halloween Legends and Lore*  
 Dec 7-8, 14-15; 10 am to 4 pm, *Old World Christmas*

**Please note:**

The 2019 the schedule will be built in 3 parts- Spring, Summer, Fall. The schedule will be designed in a pattern that repeats every 2 weeks, but we will not be asking every month for your availability. The “Schedule Sets” that you give us will be used for the entire season.

**Example Schedule Set:**

	Sun.	Mon	Tues.	Wed.	Thur.	Fri.	Sat.
<b>Week A</b>	X		X	X	X		
<b>Week B</b>	X		X	X	X		X

**Example:** *This person would work every Sun., Tue., Wed., and Thurs, but only every other Saturday.*

*This is how the month of May would look for the above Schedule Set, work days noted in Gray*

Sun.	Mon	Tue	Wed.	Thur	Fri.	Sat.
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## Schedule Set (Continued)

### Restrictions

- You cannot work more than 5 Days in one Week (Sun. - Sat.)
- All Staff must work at least 1 days each week (2 days total in each "Set")
- All Staff must work **at least** 1 weekend day in their 2 week set

We know that over the course of the season, conflicts may arise when you cannot work a scheduled day. **It is your responsibility to find someone to cover your spot.** With the A & B "set" model, you are more likely to find someone with which to trade shifts.

It is our intention that by setting the Summer Season schedule at the start of the season, you can better plan for the summer, and make the needed Trades and "PickUps" to accommodate any time you need off.

**Please fill out the following Schedule Worksheet and return it before March 15, 2019.**



## Your 2019 Schedule Worksheet

Name: \_\_\_\_\_

**SPRING** (April 29-June 7; Weekday school tours, Weekend public hours)

	Sun.	Mon	Tues.	Wed.	Thurs.	Fri.	Sat.
<b>Week A</b>	<i>core programming</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>core programming</i>
<b>Week B</b>	<i>core programming</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>core programming</i>

**SUMMER** (June 8 - Sept 2; Public hours 7 days a week)

	Fri.	Sat.	Sun.
<b>Week A</b>	<i>core programming</i>	<i>core programming</i>	<i>core programming</i>
<b>Week B</b>	<i>core programming</i>	<i>core programming</i>	<i>core programming</i>

**FALL** (Sept 7-Oct 13; Tue-Fri school tours, Weekend public hours)

	Sun.	Tues.	Wed.	Thurs.	Fri.	Sat.
<b>Week A</b>	<i>core programming</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>core programming</i>
<b>Week B</b>	<i>core programming</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>school tours</i>	<i>core programming</i>

### 2019 Season Training

**All staff must attend the WHS Onboarding. Returning Staff, your day will start at 10 am.** (New hire will start at 9 am.)

**Please indicate (circle) which days you will attend the REQUIRED onboarding and training.**

March 30	OR	April 3	WHS Seasonal onboarding, 10 am to 3 pm
April 9 & 10	OR	April 13 & 14	Facilitation Training, 9 am to 4 pm
April 16			Skills Workshops, 9:30 am to 5:30 pm <i>*required for all staff</i>
April 17			Site Practicum, 9:30 am to 5:30 pm <i>*required for all staff</i>

**I will need to attend LATE START Training**

June 10 & 11	Facilitation Training, 9 am to 4 pm
June 12	WHS Seasonal onboarding, 10 am to 3 pm

*Staff will not be able to work any paid shifts until Training is complete. Training hours are paid.*





# APPLICATION FOR EMPLOYMENT

*Please print clearly, and complete entire form.*

## Applicant Contact Information:

Name (Last, First MI)		Previous Name (if applicable)		
Primary Phone Number		Email Address		
Local Street Address	Unit/Apt	City	State	Zip
Permanent Street Address (if different)	Unit/Apt	City	State	Zip

## Authorization to Work:

<p><b>Are you a US Citizen?</b></p> <p><input type="checkbox"/> Citizen by birth   <input type="checkbox"/> Naturalized   <input type="checkbox"/> Non-citizen</p> <p><b>You will be required to provide proof of citizenship or work authorization upon hire. See I-9 for list of documents.</b></p>	<p><b>If you are not a US Citizen, do you have appropriate work authorization?</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p><b>Are you over 18 years of age?</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p><b>If no, please list your age:</b>   ____</p>

## Availability:

<p><b>Please check all that you will accept:</b></p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time   <input type="checkbox"/> Daytime   <input type="checkbox"/> Week Days   <input type="checkbox"/> Summer</p> <p><input type="checkbox"/> Evening   <input type="checkbox"/> Weekends   <input type="checkbox"/> Holidays</p> <p>Ideally, how many hours would you work per week? ____</p> <p>If you are a student, please attach your class schedule.</p>	<p><b>What is your approximate availability?</b></p> <p>Sunday _____</p> <p>Monday _____</p> <p>Tuesday _____</p> <p>Wednesday _____</p> <p>Thursday _____</p> <p>Friday _____</p> <p>Saturday _____</p>
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## Areas of Work Interest:

<b>Employment Areas (Please check any that apply):</b>	
<p><b>Madison Locations:</b></p> <p><input type="checkbox"/> Administrative Services</p> <p><input type="checkbox"/> Director's Office   <input type="checkbox"/> Library</p> <p><input type="checkbox"/> Historic Sites - Madison   <input type="checkbox"/> Archives</p> <p><input type="checkbox"/> Historic Preservation   <input type="checkbox"/> Public History</p> <p><input type="checkbox"/> Museum</p>	<p><b>Historic Site Locations (Non-Madison):</b></p> <p><input type="checkbox"/> Madeline Island   <input type="checkbox"/> Pendarvis</p> <p><input type="checkbox"/> Wade House   <input type="checkbox"/> Villa Louis</p> <p><input checked="" type="checkbox"/> <b>Old World Wisconsin</b>   <input type="checkbox"/> HH Bennett/Reed School</p> <p><input type="checkbox"/> Stonefield   <input type="checkbox"/> Black Point</p>



**Program Areas (Please check any that apply):**

<input type="checkbox"/> Accounting/Business	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Exhibits	<input type="checkbox"/> Maintenance/Grounds
<input type="checkbox"/> Clerical Support	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Collections	<input type="checkbox"/> Tour Guide
<input type="checkbox"/> Editorial/Publications	<input type="checkbox"/> Public History	<input type="checkbox"/> Archeology	<input checked="" type="checkbox"/> <b>Experience Facilitator</b>
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Graphics	<input type="checkbox"/> Bookstore/Gift Shop	<input type="checkbox"/> _____

**Education and Training:**

**Education Level (Please check highest level attained):**

<input type="checkbox"/> Currently in high school	<input type="checkbox"/> Two year associate degree
<input type="checkbox"/> High school diploma or GED	<input type="checkbox"/> Bachelor's degree
<input type="checkbox"/> Some college, no degree	<input type="checkbox"/> Graduate college degree
<input type="checkbox"/> One year vocational diploma	<input type="checkbox"/> Other: _____

Currently enrolled in college as a  Freshman  Sophomore  Junior  Senior  Graduate Student

**Do you currently qualify for Work Study through UW-Madison?**  Yes  No

If yes, would you accept a Work Study position at WHS?  Yes  No      Award amount: \_\_\_\_\_

**Educational History (Please list location of education or professional training):**

Name of Institution	Location	Dates Attended	Major	Grad. Date

**Please list equipment and programs that you are trained or experienced in operating (such as computer/office equipment/programs, farm equipment, etc.):**

**Please list foreign language ability and level of fluency (e.g. can read; can speak, read, and write; etc.):**

**Do you have a Wisconsin driver's license?**  Yes  No

**Commercial driver's license?**  Yes  No

**Employment History (Please list most recent job first):**

Employer	Supervisor Name /Number	Dates Employed	Duties	Wage



Have you ever worked for WHS? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, when? _____ In what capacity? _____				

**Please note that a criminal background check will be conducted prior to employment.**

**I acknowledge that all information on this application is true and complete to the best of my knowledge, and understand that any false or missing job-related information may disqualify me for consideration. I further authorize WHS to do pre-employment checks.**

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*Signature*

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*Date*