

**Wisconsin Historical Society**  
Division of Historic Sites and Museums  
**Old World Wisconsin (OWW)**  
Position Description

**Agriculture and Animal Welfare Coordinator**

**Position Summary**

Under the supervision of the Assistant Director, Guest Experience, this position is a part of Old World Wisconsin's Experience Management Team and will work collaboratively to realize a guest experience that is engaging, enriching, authentic, and relevant to over 68,000 guests a year.

The Agriculture and Animal Welfare Coordinator is a professional position with responsibility to oversee all activity relating to historic agriculture, husbandry of heritage livestock, and ensuring animal welfare. This includes the care, training, use, and management of animals as components of the guest experience, including but not limited to draft horses, heritage breed sheep, cattle, and swine and poultry. This includes animals both owned and leased through partners and vendors. This role is responsible for the research and records related to the care and management of animals under the care of Old World Wisconsin (OWW).

Relating to historic Agriculture, they research, plant, and oversee the cultivation of historically accurate field crops on historic farmsteads representing specific time periods and ethnic communities at OWW. They will independently conduct research on agricultural history and husbandry for use in interpretive programming and supporting the larger guest experience.

They will work in close collaboration and coordination with OWW's Curator as it relates to acquisitions, deaccessions, loans, catalog needs, and care of collections associated with agricultural and animal-related programming.

This role is tasked with overseeing the daily interoperation of, and interaction with, nineteenth and early twentieth century agriculture and horse-drawn transportation programs as part of the OWW's Guest Experience Team. This includes working collaboratively to plan for daily guest interactions and public programs throughout the year. They also maintain the museum's teaching collection of agricultural artifacts and horse-drawn vehicles. They are responsible for modern farm equipment and machinery used for behind-the-scenes farm operations. They assist with efforts to raise funds in support of agricultural experiences and seek opportunities to generate revenue to support operations of the agriculture and animal welfare programs.

In carrying out their duties, the Agriculture and Animal Welfare Coordinator leads the work of LTE staff and volunteers. They must possess creativity, strong financial stewardship abilities and an entrepreneurial spirit, and a passion for sharing the exploration of history with our guests.

**Assigned Duties**

- 30 % **A. Manage the Daily Guest Experience at Old World Wisconsin as it Relates to Historic Agriculture and Animal Husbandry**
- A.1 Bring to life the experience of nineteenth and early twentieth century agriculture using the livestock, crops, tools, materials, and techniques required to achieve access and maintain authenticity in a safe environment
  - A.2 Lead a team of LTE staff and volunteers, including time reporting, overseeing personnel issues, coaching facilitation skills, and proper husbandry, equipment maintenance, and safety
  - A.3 Support a culture that embodies our core values and supports the mission
  - A.4 Create program or event specific resources for staff, as needed, to support story, accuracy, and safety as it relates to agriculture and animal husbandry
  - A.4 Communicate via established channels to report on maintenance, collections, supplies, and other issues as needed
  - A.5 Assist with implementation of emergency procedures when necessary to ensure the safety of guests and the site, staff, and animals in our care
  - A.6 Routinely tour and assess public and back-of-house area for cleanliness, comfort and safety
- 20% **B. Oversee the Management and Welfare of Old World Wisconsin's Historic Livestock Breeds**
- B.1 Researches appropriate breeds of horses, cattle, sheep, swine, poultry, etc., for exhibition, taking into consideration the ethnicity, economic status and time period of each farm and the village
  - B.2 Determines availability and arranges acquisition of appropriate breeds following state procurement procedures, maintaining appropriate financial and stock records
  - B.3 Assures proper care and feeding of all farm animals, adhering to best practice in animal welfare standards, while maintaining historically appropriate appearance, consulting regularly with the County Humane Officer(s) and veterinary professionals, as needed
  - B.4 Trains staff and volunteers in proper care, handling and feeding of animals in accordance with official policies
  - B.5 Arranges for purchase of necessary grain and feed in accordance with state purchasing procedures
  - B.6 Implements a regular exercise and driving program to maintain the health of animals in our care
  - B.7 In consultation with the Assistant Director, Guest Experience, determine which animals should be retained, bred, or removed through sale (following state procurement procedures and welfare policies) or butchering for use in interpretation
  - B.8 Plans and directs all breeding and conservation efforts. Develops and maintains a relationship with the Livestock Conservancy and other conservation groups and individuals
  - B.9 Maintains historic and non-historic fencing associated with animal management and exhibition in collaboration with OWW maintenance staff

- 15% **C. Steward Available Financial Resources and Participate in Creative Entrepreneurial Efforts to Support Program Costs Through Earned Revenue.**
- C.1 Works with the Assistant Director, Guest Experience to create annual operating and special project budgets associated with historic agriculture and animal program
  - C.2 Works with the Assistant Director, Guest Experience and others to identify creative ways to generate earned revenue through historic agriculture and transportation programs, including horse-drawn ride experiences for the public and special event guests
  - C.3 Acquires and maintains historic horse-drawn vehicles, harness, and other equipment for use as part of the transportation program.
  - C.4 Acquires and maintains horses required for the use with the transportation program as part of the larger livestock care responsibilities
  - C.5 Participates in efforts to raise funds for historic agriculture and animal welfare programs through foundation, corporation and individual support through the Wisconsin Historical Foundation and the Old World Foundation
  - C.6 Provide behind-the-scenes tours, programs and off-site presentations for potential donors and sponsors
  - C.7 Works with the Business Manager to properly handle and account for revenue collected as part of the agriculture and animal programs
- 15% **D. Oversee the Planning and Management of all Old World Wisconsin Field Crops and Orchards**
- D.1 Creates annual field and orchard planting and management plans for presentation to and approval by the Curator and Exhibit Developer, Assistant Director, Guest Experience, and Director.
  - D.2 Works with Assistant Director, Guest Experience to establish, document, and monitor short-term goals and projects
  - D.3 Reviews existing research reports and performs independent research to determine proper field crops based on the time period and ethnic background of each farm as well as needs for foodways programming
  - D.4 Prepares soil, plants, cultivates, and harvests based on knowledge of the various crops, weather conditions, historical accuracy, and the role of the crops to support and enhance the guest experience. While some behind-the-scenes work may be done with modern agricultural equipment, any work done during open hours should utilize nineteenth and early twentieth century techniques as appropriate to the ethnic group represented.
  - D.5 Saves seed from each annual crop for planting the following year when the specific heirloom crop is not commercially available.
  - D.6 Ensures the highest possible safety standards when using historic and modern machinery
- 5% **E. Support the Larger Work of Division of Historic Sites and Museums Related to Animal Welfare and Husbandry**

- E.1 Communicate and collaborate regularly with colleagues at other sites to improve content, experiences, safety and animal welfare
  - E.2 Communicate about welfare policies with other staff across the division, in collaboration with Site Directors and other key staff
  - E.4 Attend select staff meetings and support program development at other sites
  - E.5 Lead public outreach and demonstrations at sites related to agriculture and animal husbandry as needed
  - E.6 Other collaboration and communication as needed to enhance historic agriculture and animal -related programing across the division
- 5% **F. Performs other duties as assigned**
- F.1 Participate as a member of project and program teams, staff meetings and events as required by the Assistant Director, Guest Experience or Director.
  - F.2 Serve on WHS committees or project teams as requested.
  - F.3 Represent OWW at professional meetings and conferences as requested.
  - F.4 Participate and assist with the execution of public programming, donor events, and special projects
  - F.5 Create program or event specific resources for staff, as needed
  - F.6 Support special events and programs as needed
  - F.7 Other duties or responsibilities as assigned by the Assistant Director, Guest Experience or Director.

### **Knowledge, Skills, and Abilities**

- Knowledge and training in American history in general, and expertise in the safe and sustainable use of historic agricultural practices and husbandry of heritage livestock.
- Knowledge of best practice relating to animal welfare in the context of zoos, living museums, and/or public attractions
- Knowledge of accepted procedures and techniques in the safe operation of horse-drawn transportation.
- Knowledge, skill, and ability to think on one's feet and exhibit flexibility while ensuring exceptional guest experience
- Skills and ability to communicate effectively in person and by other means with staff, guests, and volunteers of diverse backgrounds and interests
- Skills and ability to supervise and lead staff (professional, para-professional and volunteer) and guide staff to achieve success through teamwork
- Ability to establish and maintain effective working relationships
- Knowledge of accepted procedures and techniques in customer service and museum education, and the ability to design and deliver entertaining and educational guest experiences.
- Knowledge of and experience with museum educational and communications techniques including: public speaking and demonstration, web and multimedia presentation, and the use of artifacts.
- Ability to establish goals and objectives, programs and priorities and to develop schedules and staff assignments to obtain desired results for the historic agricultural

and animal husbandry program in collaboration with the larger Guest Experience Team.

- Ability to develop and manage both operating and personnel budgets to achieve maximum cost-effectiveness with available funds.
- Sensitivity to historical nature of museum buildings, grounds, equipment.
- Ability to carry out assigned duties with a minimum of supervision
- Ability to complete assigned duties in historic structures lacking climate control and with direct exposure to the outdoors in farm and wooded environments, including allergens and insects.
- Ability to complete assigned duties 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
- Knowledge, skills and ability to use computer systems, including email, MS office applications, and Internet browsers.
- Days and hours may vary to accommodate specific programs and events
- Physical and legal qualifications to safely operate various site motor vehicles, and maintenance equipment.
- Ability to have the physical dexterity and flexibility necessary to work as a Historic Farmer.
- Ability to travel independently within Wisconsin and nationally as necessary.
- Requires prolonged outdoor work in all weather