Wisconsin Historical Society
Position Description

Position Title/Classification: Historic Farmer – 90250 LTE summer seasonal
Working Title: Historic Farmer

Location: Old World Wisconsin; Division of Museums and Historic Sites
Reports to: Supervisor: Assistant Director, Guest Experience; Lead Worker: Animal Welfare and Agricultural Coordinator
Type of Employment: Seasonal, Limited Term (LTE)
Work Schedule: 16-40 hours per week in season; 8:15 am - 5:00 p.m., weekend hours required, evenings and additional availability as needed for special events

Summary

Led by the Agriculture and Animal Welfare Coordinator, Historic Farmers work to support and maintain Agricultural programing at Old World Wisconsin. As part of the Guest Experience Team they work collaboratively using historic animals and farming practices to bring to life late 19th and early 20th century farming for our guests. The individuals in this position encourage and support guests as they connect to history in new and hands-on ways. They are storytellers, guides, and champions of curiosity and exploration making history come alive at Old World Wisconsin. As a team we understand that our work is about the past, present, AND the future.

Each day Farm Staff work behind the scenes as well as face-to-face with guests – in both one on one and group settings. They demonstrate historic farming practices and methods which can include feeding animals, milking cows, hitching and driving horses and oxen, tending to and maintaining planted fields and pastures, fence, machinery and vehicle repair. The Farm staff are also stewards of the animals, buildings and collections of the Wisconsin Historical Society, providing daily care, maintenance and upkeep to ensure that we are able to share Wisconsin’s stories for generations to come.

This position is 2-3 days per week. $9.75 per hour.

Specific duties and responsibilities include, but are not limited to:

Duties

60% A. Care for & Facilitate Engagement with Historic Agriculture as part of the Daily Guest Experience

1. Maintain a positive, welcoming attitude at all times
2. Share the “Big Ideas” and stories associated with the spaces in which you are facilitating
3. Initiate dialogue with guests and answer questions to promote curiosity and connect to their lives
4. Provide regular daily feeding and watering of all animals on site
5. Facilitate guest/animal interactions that are safe and educational
6. Routinely inspect and access all animals as to their cleanliness, comfort and safety and report on animal health and welfare as needed
7. Assist with plowing, sowing, harvesting
8. Be able to interact with, handle and move all animals on site humanely and safely
9. Study and understand historical source materials and content guides as directed by supervisor(s)
10. Wear period appropriate clothing (provided) in accordance with Curator approved guidelines, including guidelines on hair, personal grooming, and adornment

20% B. Use and Maintain Agricultural Tools, Machinery, and Spaces
1. Understand use and function of historic farm machinery to ensure safe and effective use
2. Observe all safety guidelines when using any and all farm tools and machinery
3. Regularly inspect farm enclosures, tools, machinery, and vehicles to identity needed repairs to ensure guest, staff, and animal safety
4. Correctly access all safety situations and communicate repair and safety issues via established channels.
5. Assist with needed repairs and maintenance related to Agricultural tools, machines, and spaces
6. Keep all supplies (feed, fly spray, etc.) stocked and in proper order
7. Communicate needed supplies, information, and maintenance needs via appropriate channels, in a timely fashion

10% C. Ensure Site Security and Safety
1. Maintain site radio and/or cell communication in the event of an emergency and respond to calls as needed
2. Regularly inspect all fencing and access to buildings (historic and modern) for security and safe access
3. Observe all safety guidelines and procedures when driving vehicles on site, ensuring the safety of all guests, staff, and animals
4. Assist with implementation of emergency procedures to ensure safety of staff, guests, and animals, including knowing locations of first aid supplies, storm shelter areas, and emergency communication plans
5. Collaborate with Tram Team as they traverse the site, ensuring guest and animal safety

10% D. Serve as Part of the Guest Experience Team
1. Reliable and timely attendance
2. Keep all shared work areas (public spaces, offices, and storage areas) clean and organized
3. Communicate and collaborate regularly with colleagues to ensure team effectiveness, including completion of Daily Log and incident documentation, as needed
4. Attend daily morning meetings, and required trainings as needed
5. Become well-versed in museum mission and philosophy
6. Other duties as assigned

Knowledge, Skills, and Abilities
- Excellent customer service
- Excellent communication skills, with groups and one-on-one
- Ability to work with diverse audiences and team members to realize exceptional service
- Thrives on an environment where every day is different
- Ability to use email and enter time using computer technology
- Ability to function and cooperate in a team environment
- Ability to work independently with minimal supervision
- Ability to problem solve and handle multiple tasks in a fast-paced environment
- Maintains a hardworking, positive attitude
- Ability to stand for long periods of time
- Ability to wear historic clothing in all-weather without access to heated or air conditioned spaces
- Sufficient hand-eye coordination and manual dexterity to perform tasks in a safe manner
- Ability to safety move in a farm environment, including tasks such as baling hay, boarding and alighting from a truck, and entering animal enclosures
- Ability to move between outdoor locations, up to .5 miles, several times per day
- Experience in living history, agricultural, or related field is a plus

**Work Environment**
- Work is performed in and around 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 a diverse array of guests
- 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**
This is a Seasonal Position April through October, with November and December hours available for holiday programming.
All staff are required to work Saturdays and/or Sundays, 2 to 5 days a week.
State residency required.
This is a State of Wisconsin Limited Term Employment position.
$9.75 per hour.

**Contact**
Please send the completed application packet (below), to:

**Old World Wisconsin**
Atten: Anna Altschwager, Assistant Director, Guest Experience
W372 S9727 Hwy 67
Eagle, WI 53119
OWW@wisconsinhistory.org

The Wisconsin Historical Society is an equal opportunity employer.
2020 Guest Experience Team Application

Name: ____________________________

I am a: ☐ Returning Applicant ☐ New Applicant

I am applying for a position on the following Guest Experience team:
☐ Historic Farm Team ☐ Front Line (store/admissions) Team ☐ Tram Team

At the Wisconsin Historical Society we transform lives through unparalleled access to history. We believe that the public's knowledge of history has profound economic, societal, and cultural benefits. In our work at Old World Wisconsin we set the standard for guest experiences that are engaging, enriching, authentic, relevant, and fun.

Our Values are qualities that are seen in all of our work, everyday:
- Embracing a Spirit of Service
- Engaging our Expertise
- Sparking Enthusiasm
- Cultivate Inclusion
- Exceed Expectations
- Think Big and Grow with Purpose

In order to apply for a position, there are four (4) parts that must be completed.

I have completed the following parts of the Application Packet:

☐ This Cover Sheet
☐ The Team Application (Five (5) questions)
☐ The WHS Application for Employment
☐ The Schedule Availability Worksheet

By submitting this application I Agree To The Following Statements:

- I understand that all staff must work July 4th
- I will work at least 2 weekend days in every schedule set (a 2 week period)
- I will work at least 2 days per week, every week

__________________________________________
Signature

__________________________________________
Date

Please send the completed application packet to:
Old World Wisconsin
Attn: Anna Altschwager, Assistant Director, Guest Experience
W372 S9727 Hwy 67
Eagle, WI 53119
email: OWW@wisconsinhistory.org
Historic Farm Team Application

Name: ________________________________________________________________

Please answer the following questions to help us understand your skills, motivations, and approach to creating an exceptional guest experience. Be brief, no more than 100 words per response. You may answer on a separate sheet.

1. Why are you interested in being an Historic Farmer at Old World Wisconsin?

2. When we talk about making history engaging and connecting to guests, what do you hope this looks like?

3. Reflecting on the position description, what strengths do you bring to the team?

4. Please share with us when you have worked as a host, storyteller, or facilitator in the past?

5. Do you have any special skills or knowledge (automotive repair, team driving, sheering, etc.) that you’d like us to consider integrating into your work as an Historic Farmer?
The 2020 Season Overview

2020 Training Dates *(All staff MUST attend required training before working any paid hours.)*

- **Track A:** March 28 & April 4, plus 1 day Team Training April 5
- **Track B:** March 31 & April 1, plus 1 day Team Training the week of April 6
- **Track C:** June 16 & 17, plus 1 day Team Training June 19

**Spring Season**
- **School Tours:** Tues- Fridays, Work hours: 9:15 am to 3 pm, April 21 – June 11
- **Open:** Saturdays – Sundays, Work hours: 9:15 am to 5:30/6 pm, May 9 – June 7

**Summer Season**
- **Open:** 7 days a week, Work hours: 9:15 am to 5:30/6 pm, June 12 – Sept. 6
  - **Guided Journeys:** Mondays – Thursdays
  - **Site Self Explore:** Fridays-Sundays

**Fall Season**
- **Open:** Saturdays – Sundays, Work hours: 9:15 am to 5:30/6 pm, Sept. 12 – Oct. 11
- **School Tours:** Tues- Fridays, Work hours: 9:15 am to 3 pm, Sept. 22 – Oct. 30

**Holiday Season**
- **Halloween Legends and Lore:** Oct 16, 17, 23, 24, Work hours: 5 to 9:45 pm
- **An Old World Christmas:** Dec 5, 6, 12, 13, 19, 20; Work hours: 9 am to 4:30 pm

About Our Schedules:

Our schedules are built in four (4) parts; Spring, Summer, Fall, and Holidays. You will submit your availability for each season. The schedule will be designed in a pattern that repeats every two (2) weeks: A, B, A, B, A, B, etc. The Schedule Availability you give us now will be used to build our seasonal schedules. If things change, you must work directly with your supervisor to make adjustments. **You are responsible for working all scheduled shifts.**

### Example Availability

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

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**This is what a month would look like for the above availability. In this example **The Gray Boxes Are Work Days.** You can see that they have every other Saturday off, with the A and B week pattern repeating.**

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Schedule Requirements:

- You cannot work more than five (5) Days in one (1) Week (Sun. – Sat.)
- All Staff must work at least two (2) days each week (Four (4) days total in each two (2) week block)
- All Staff must work at least two (2) weekend days in their two (2) week block

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 model, you are more likely to find someone with whom to trade shifts.

**Please fill out the following Schedule Worksheet and return it with your Application.**
Your 2020 Schedule Worksheet

Name: _________________________________________________________________________

☐ Experience Facilitation Team    ☐ Guest Service Team    ☐ Tram Team

Training: All staff must attend training before any paid hours are worked.

Please indicate which days you will attend the REQUIRED onboarding and training:

☐ Track A:  March 28 & April 4, plus 1 day Team Training April 5
☐ Track B:  March 31 & April 1, plus 1 day Team Training the week of April 6
☐ Track C:  June 16 & 17, plus 1 day Team Training June 19

*Training dates are currently tentative, and subject to change. You will be notified if/when dates change.

SPRING:  School Tours: Tues- Fridays, 9:15 am to 3 pm, April 21 – June 11
Open: Saturdays – Sundays, Work hours: 9:15 am to 5:30/6 pm, May 9 – June 7

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SUMMER:  Open: 7 days a week, Work hours: 9:15 am to 5:30/6 pm, June 12 – Sept. 6
Guided Journeys:  Mondays – Thursdays
Site Self Explore:  Fridays-Sundays

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FALL  Open:  Saturdays – Sundays, Work hours: 9:15 am to 5:30/6 pm, Sept. 12 – Oct. 11
School Tours: Tues- Fridays, 9:15 am to 3 pm, Sept. 22 – Oct. 30

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We will ask about Holiday Schedules in the late summer.
# W.H.S. Application for Employment

*Please print clearly, and complete entire form.*

## Applicant Contact Information:

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<th>Name (Last, First MI)</th>
<th>Previous Name (if applicable)</th>
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<th>City</th>
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## Authorization to Work:

**Are you a US Citizen?**

- [x] Citizen by birth
- [ ] Naturalized
- [ ] Non-citizen

**If you are not a US Citizen, do you have appropriate work authorization?**

- [ ] Yes
- [x] No

*You will be required to provide proof of citizenship or work authorization upon hire. See I-9 for list of documents.*

**Are you over 18 years of age?**

- [ ] Yes
- [x] No

**If no, please list your age:** ____

## Availability:

**Please check all that you will accept:**

- [ ] Full Time
- [ ] Daytime
- [ ] Week Days
- [ ] Summer
- [ ] Part Time
- [ ] Evening
- [ ] Weekends
- [ ] Holidays

**What is your approximate availability?**

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**Ideally, how many hours would you work per week? ____**

## Areas of Work Interest:

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

- [ ] Café Team
- [ ] Tram Team
- [ ] Front Line (Store/Admissions) Team
- [x] Experience Facilitation Team
- [ ] Maintenance/Grounds
- [ ] Other: __________________________

## Education and Training:

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

- [ ] Currently in high school
- [ ] High school diploma or GED
- [ ] Some college, no degree
- [ ] One year vocational diploma
- [ ] Two year associate degree
- [ ] Bachelor’s degree
- [ ] Graduate college degree
- [ ] Other: __________________________

- [ ] Currently enrolled in college as a [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior [ ] Graduate Student
Do you currently qualify for Work Study through UW-MKE or Whitewater?  ☐ 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):**

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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):**

<table>
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<th>Employer</th>
<th>Supervisor Name /Number</th>
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Have you ever worked for WHS?  ☐ Yes  ☐ 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.

___________________________  __________________
Signature                      Date