Position Title: LTE Special Activities Helper
Working Title: Period Clothing Coordinator
Location: Old World Wisconsin, Eagle, WI
Reports to: Assistant Director, Guest Experience @OWW
Type of Employment: Limited Term Employee
Work Schedule: 2-3 days (16-24 hours) per week, Monday through Friday, with a few weekend hours needed for training and special events
Rate: $12 per hour

Summary
Under the supervision of the Assistant Director, Guest Experience, this position is responsible for inventorying, maintaining, and distributing period clothing required by staff at Old World Wisconsin. They will work closely with the Curator of Collections to prioritize projects and identify needs of the costume collection for daily use, as well as special events.

Duties
50%  A. Build and Maintain the Period Clothing Collection
     A.1 Research historic garments, patterns, sewing methods, fabrics
     A.2 Select and purchase historic fabrics
     A.3 Select and purchase period clothing items and accessories
     A.4 Create new, historically appropriate, garments as outlined by collection priorities
     A.5 Manage budgets associated with the maintenance and growth of the Period Clothing collection
     A.6 Participate in skill and professional development as it relates to best practice in Period Clothing and collections management

40 %  B. Inventory and Manage the Historic Clothing Collection
     B.1 Distribute clothing to Experience Facilitators and volunteers as needed
     B.2 Collaborate with Curator(s) as needed to maintain an accurate Period Clothing Policy
     B.3 Ensure that staff dressing in Period Clothing are following policy
     B.4 Maintain the collection (i.e. washing, mending)
     B.5 Manage the pattern library associated with collection
     B.6 Develop a regular schedule for the inventory of the full collection
     B.7 Manage records for period clothing in-use
     B.8 Maintain required records associated with volunteer projects supporting the Period Clothing collection

5%  C. Support the Larger Work of the Guest Experience Team
     C.1 Communicate and collaborate regularly with colleagues to improve team effectiveness
C.2 Attend select staff meetings and participate in year-round professional development
C.3 Lead workshops or staff training sessions on period sewing and clothing repair as needed
C.4 Other duties as assigned

5% D. Support the Larger Work of Division of Historic Sites and Museums
D.1 Communicate and collaborate regularly with colleagues at other sites to improve content and experiences
D.2 Attend select staff meetings and support program development at other sites
D.3 Public outreach and demonstrations at sites
D.4 Other collaboration and communication as needed to enhance Period Clothing-related programming across the division

Knowledge, Skills, and Abilities
- Knowledge, skill, and ability to think on one’s feet and exhibit flexibility while ensuring quality and timely work
- Skills and ability to communicate effectively in person and by other means with staff and volunteers
- Knowledge, skill and ability to read patterns and sew period clothing
- Knowledge, skill and ability to sustain and grow the Period Clothing Collection
- Ability to carry out assigned duties with a minimum of supervision
- Knowledge, skill, and ability in living history, fashion history, and garment construction
- Ability to establish and maintain effective working relationships
- Days and hours may vary to accommodate specific programs and events
- Knowledge, skills and ability to use computer systems, including email, MS office applications, and Internet browsers.

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 June through October, with November and December hours available for holiday programming.
State residency required.
This is a State of Wisconsin Limited Term Employment position.

Contact
Please send a brief cover letter and resume to:
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The Wisconsin Historical Society is an equal opportunity employer.