



## Job Description

Title: **Heritage Interpreter**

Reports to: Executive Director

Location: Fort Collins, CO

How to apply: Send resume and cover letter to [sstoker@poudreheritage.org](mailto:sstoker@poudreheritage.org).

**BACKGROUND:** The Cache la Poudre River National Heritage Area (Cache NHA) was designated by Congress in 2009 as a place where natural, cultural, and historic resources combine to form a cohesive, nationally significant landscape. Cache NHA, managed by the Poudre Heritage Alliance (PHA), strives to promote various historical and cultural opportunities, engage visitors and residents in the river corridor, and inspire learning, preservation, and stewardship.

Northern Colorado is the ancestral homeland of the Ute and Arapaho people, as well as tribes such as the Cheyenne, Comanche, Apache, and Kiowa. The river's heritage stems from conflict over the use of the Cache la Poudre River. This led to the development of water law, innovative irrigation techniques, and water measurement devices. A booming agriculture industry brought Hispanic and German immigrants, among others, to work in the sugar beet fields and factories.

**GENERAL STATEMENT OF DUTIES:** The Heritage Interpreter supports the Cache NHA with cultural resource management. The Heritage Interpreter develops, implements, and monitors the quality of new, dynamic, and engaging interpretive experiences and public programs at historic sites and community events. The Heritage Interpreter will provide project oversight to the preservation of stories and educational/interpretive programming within the Cache NHA. The Heritage Interpreter will be Cache NHA's expert of interpretation and support the work of partners across the NHA. The Heritage Interpreter will establish and maintain effective working relationships with partners, funders, municipalities, consultants, the public and educational professionals in both k-12 and collegiate levels. The Heritage Interpreter will become a champion for interpretation, resources, and coordination across Cache NHA.

This position requires excellent time management skills, communication skills, attention to detail and the ability to collaborate with internal and external stakeholders. The Heritage Interpreter will track and document all incoming and outgoing grant-related activities, participants, and metrics to assist the Executive Director in quarterly and annual data collections and other grant reporting requirements. The Heritage Interpreter will collaborate with PHA staff to provide educational presentations, activities, and content/displays at Cache NHA events as well as collaborate with marketing staff to promote the area's heritage, history and interpretive tours.

Occasional evening and weekend activities may be necessary. This role is an hourly non-exempt role that could be filled part time or full time with the option of flexible working hours.

**SUPERVISORY RESPONSIBILITIES:** Works under the general supervision of the Executive Director. Manages interns as well as volunteers who provide interpretive tours of the heritage area.

**DUTIES AND RESPONSIBILITIES:** The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive. This position may complete other duties as assigned. The Heritage Interpreter will develop a standard operating procedure manual for all duties and responsibilities.

Activities include but may not be limited to:

#### **Interpretation & Outreach**

- Develop and present engaging and interactive interpretation at heritage area events and programming.
- Design and develop content and educational materials for history and science-based tours and activities for audiences of different ages and expertise.
- Coordinate walking and cycling trail tours and other developed tour programming.
- Coordinate the Heritage Culturalist volunteer program including engaging and training new interpretive volunteers.
- Collaborate with local municipalities to develop cohesive branding, storytelling, and visitor wayfinding throughout the river corridor that aligns with the strategic interpretive plan.
- Provide site-specific recommendations to partners upon request, by curating content for interpretive signs that enable visitors to understand the messages of history, the environment, and culture.
- Engage in dialogue sessions with interpretive and historic preservation partners that support collaborative partnerships.
- Research and document narratives that support management plan and strategic interpretive themes.
- Develop and maintain relationships with communities to learn more about the cultures and traditions of the immigrants who settled in the Poudre River basin.
- Develop and maintain relationships with indigenous tribes whose ancestral homeland is Northern Colorado to share their stories and understanding of the Poudre River, native plants, and animals.

#### **Historic & Cultural Preservation**

- Provide technical assistance to preservation of historic buildings and sites. Support community partners with grants for planning, consultation or preparation of master plans, architectural designs, feasibility studies, or applications for listing on the State or National Register of Historic Places.
- Identify and support cultural heritage preservation projects including the development of archival systems, video documentaries, sound recordings, or oral histories which identify and

document people, places, artifacts, traditions, and events that have made significant contributions to the heritage of Cache NHA.

## **QUALIFICATIONS & EXPERIENCE**

### **Minimum Qualifications:**

- Bachelor's degree in American history, Historic Preservation, Public History, Architectural History, Art History, Museum Studies, or other relative field and/or direct experience in the interpretive and historic preservation field, MA or MA candidate preferred
- Willingness and ability to give public presentations
- Willingness and ability to work nights and weekends as needed
- Valid driver's license

### **SKILLS AND ABILITIES:**

#### **The Heritage Interpreter is:**

- Self-motivated and proactive
- Capable of working as part of a team
- Experienced in volunteer management
- Flexible and adaptable
- Effective at building relationships
- Highly organized and detail oriented
- A strong written and oral communicator and able to give public presentations
- Creative and solutions oriented
- Capable of using computers and various technologies

## **TOOLS AND EQUIPMENT USED**

Computers, Office 356, Teams, Adobe Acrobat, donor management software, copy machine, telephone, various other office equipment and automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, push, pull, reach, use manual dexterity, drive, talk, hear, and perform repetitive motions. Periodically, the employee will be regularly required to lift 10-25 pounds. The employee is occasionally required to lift more than 25 pounds, stoop, kneel, crouch, and crawl.

Specific vision abilities required by this job include normal vision to perform routine observation, reading and writing; moderate vision to operate equipment such as calculators and computers; close vision for reading detailed charts or computer printouts, operating vehicles or equipment requiring depth perception.

## **COMPENSATION**

**Hiring Range \$23.07-\$30.00 per hour (based on education, experience, and tenure with the organization)**

This role is an hourly non-exempt role that could be filled part time or full time with the option of flexible working hours.

Full-time non-exempt positions with PHA include full benefits. PHA offers flexibility in scheduling and the opportunity to work from home one day per week. Benefits include a health care stipend, dental & vision coverage, and paid time off for vacation, sick, and holidays as well as an employee assistance program and 401k matching.

As a non-profit entity, this position may be eligible for Public Service Student Loans, tuition reimbursement, and flexible hours to support class schedules. However, certain eligibility requirements and limitations apply.

*Poudre Heritage Alliance is an equal opportunity employer and actively recruits, selects and promotes qualified employees and volunteers, broadly representative of the community served and administers its personnel practices without discrimination. PHA prohibits harassment of one employee by another employee or supervisor. Discrimination on the basis of age, veteran status, sex, sexual orientation, race, color or ethnicity, nationality, disability, genetic information or religion, is prohibited in accordance with the Office of Civil Rights.*