**Historic Farm Assistant**

Island Farm

Outer Banks Conservationists

*The intent of Outer Banks Conservationists’ description of job responsibilities for the historic farm assistant is to outline the duties required to run a working historic farm while engaging visitors in a friendly, informative, and stimulating manner with the goal of bringing to life the daily joys and challenges of past residents of the farm.*

**Primary Responsibilities**

• To assist in daily chores and groundskeeping of the farm;

• To develop and hone interpretive skills and knowledge base, including the social, architectural, agricultural and maritime history of the region;

• Orient and admit visitors to the museum on a rotational basis with other staff.

**Job Duties**

• Conduct daily farm chores in costume during open hours

• General animal care such as feeding and grooming, plus pasture, stall and coop maintenance

• Assist in planting, harvesting, weeding, composting and field preparation

• To be part of a team that recreates authentic mid-19th century lifeways of Roanoke Island

• To converse with visitors about the history of the farm and surrounding area

 • Be a good steward of the museum buildings, grounds, objects and collections

• Maintain the safety and security of the museum and its visitors

• Report for assigned duties on time and maintain organized and clean work areas

• Perform visitor services duties that include greeting and orienting visitors to the

site, handling money, answering phones and relaying messages to appropriate personnel

• Maintaining cleanliness in buildings, and farm site by dusting, sweeping and cleaning bathrooms

**Qualifications/Preferred Skills**

 • Great communication skills, including the ability to absorb factual information and

effectively communicate and present it, as well as the ability to respond to questions from the general public in a rational and understandable manner

 • Ability to work on a team as well as independently with little supervision

*Physical Requirements*

• Strength to walk, bend, crouch and stoop for long periods of time

• Ability to lift up to 50 lbs.

*Work Environment*

• Work will be performed both indoors and outdoors, in all weather conditions with frequent exposure to heat, cold, dust, dirt, pollen, water, fire, smoke, and farm livestock

• Assistants must be able to work a minimum of 20 hours per week during the season (April - November)

 • Must be able to occasionally work outside normal open hours ie weekends/evenings