Job Title: Site Coordinator, Blood Run National Historic Landmark
Reports To: Historic Sites Manager, State Historical Society of Iowa, Iowa Dept. of Cultural Affairs
Work Location: Lyon County, Iowa (exact location TBD)
Position Type: Part-Time, maximum of 780 hours/year

Eligibility: Anyone interested in American/Iowa history, Native American studies, archaeology, anthropology, public history, or cultural/natural resource management is eligible to apply.

Skills and qualities required:
- Excellent communication skills, written and verbal, and the ability to speak to groups of people with ease.
- Ability to learn and explain the history of the Blood Run site, as well as its natural and cultural features.
- Must reflect the State Historical Society’s mission to preserve and present history in a friendly and accessible way.
- Physical capability to assist Department of Natural Resources staff with site maintenance activities. Training and docent handbook provided.
- Highly motivated self-starter with ability to work on solo or group projects.

Summary of Responsibilities: Under general supervision, develop and deliver interpretation and educational programming at Blood Run National Historic Landmark. Coordinate booking of school and group tours. Lead tour groups through the site, explaining features and historical context. Answer questions related to the history of the site. Assist in the development of written interpretation such as brochures, outdoor panels, etc.

Work with management and partners to organize special events, historical lectures, or other programs using outside presenters. Prepare presentations related to Blood Run and related history by researching and reading source material. Provide historical information in response to requests from interested parties by public speaking, and/or by locating and sending written material.

In close coordination with Iowa Department of Natural Resources, and under the supervision of DNR staff, assist in ground maintenance duties including, but not limited to, grass mowing and trimming, trail repair, litter removal, and fence repair. Assist DNR staff by patrolling the site to ensure protection of natural resources, visitor safety and compliance with site rules and regulations, and assisting visitors with gaining a better understanding of the site and local area. Provide educational and recreational activities with visitors including guided hikes and special events.

Assist DCA and DNR in the implementation of the Blood Run National Historic Landmark master plan. Develop relationships and work with tribal representatives and other stakeholders. Coordinate with South Dakota’s Good Earth State Park on a bi-state approach to the interpretation of the Blood Run site and look for partnership opportunities.

Perform administrative tasks such as filling out timesheets, submitting purchase requests, responding to mail and phone calls, and other duties as assigned in support of the DCA mission.

For more information, contact Michael Plummer, Historic Sites Manager, at michael.plummer@iowa.gov.