

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SITE INTERPRETIVE SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
SITE INTERPRETER	41090
SITE INTERPRETIVE COORDINATOR	41093
SITE SERVICES SPECIALIST I	41117
SITE SERVICES SPECIALIST II	41118

Effective: 11-1-02

SERIES DISCUSSION:

The Site Interpretive series encompasses nonsupervisory positions in the Historic Preservation Agency principally engaged in the provision of cultural/historical interpretive services to the public.

The Site Interpreter is primarily an interpreter or guide, providing interpretive historical/cultural information to site visitors. The Site Interpretive Coordinator is reserved for those positions with substantial interpretive program development and coordinative responsibilities. Site Interpreters and Interpretive Coordinators may exercise occasional leadership responsibility over Code employees or may continuously direct individuals who work in defined positions of the agency but are not employed under the Code (e.g., Green Thumb workers, Job Training Partnership Act workers, volunteers and other seasonal workers). However, a Site Interpreter or Interpretive Coordinator is not vested with authority to serve as a designated lead worker or working supervisor to assigned subordinate Code employees on an ongoing basis. Such responsibility is encompassed in the Site Services Specialist classes.

SITE INTERPRETER

POSITION CODE: 41090

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, serves as an interpreter or guide of the buildings and historical or cultural features of the site; explains the significant historical aspects of the site to groups and individuals via tours, exhibits and demonstrations; conducts research into the history of the site, its people, and the social, economic and political influences of the historical period in which the site is maintained; performs curatorial duties to ensure proper care of and accounting for the site's artifact collection.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts guided tours of the site and explains the significance of the site's historical aspects; wears reproductions of historic costumes for first person and third person interpretation; constructs displays to exhibit artifacts from the site's past and assists in setting up yearly special events, celebrations, or craft demonstrations; operates slide projectors, tape recorders, VCR players for audio/video presentations
2. Participates in the "Live-in" program for teaching school children about the history of the site by encouraging them to spend a day living in the same manner as the pioneers; cooks meals on a wood burning stove; assists in making a picket fence with period tools; demonstrates the use of muzzle loading weapons.
3. Reads, studies and researches published histories and other written documents regarding the site, its facilities and related individuals to obtain information and insight into the life of the people in the site's past and to make surroundings and demonstrations provided more historically accurate.
4. Inventories, accessions, catalogues, dusts, cleans and stores artifacts; maintains surveillance over site artifacts to prevent theft and damage.
5. Assists in maintaining site grounds and buildings; mows grass; plants flower beds; vacuums rugs and drapes; shovels snow from public use areas, trims shrubbery, sweeps, vacuums and cleans floors, dusts furniture, exhibits and other site objects.
5. On a rotating basis, greets the visiting public; informs visitors of site rules and regulations for their safety and site security; registers groups; directs the flow of visitor traffic; records visitor attendance; signs other guides out at the end of the day.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SITE INTERPRETER (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and development equivalent to an Associate's degree with courses in history, archaeology, anthropology, liberal arts or museum studies. Site interpretive or museum experience may be substituted for college education, but completion of high school or possession of a G.E.D. Certificate is a minimum educational requirement.

Knowledges, Skills and Abilities

Requires working knowledge of American and Illinois history.

Requires elementary knowledge of site interpretive techniques and methodology.

Requires elementary knowledge of historical research methods, educational display planning and construction, and restoration and maintenance functions.

Requires ability to use audio-visual equipment.

Requires ability to perform simple construction projects, prepare reports and keep records.

Requires ability to communicate effectively with groups and local organizations, to meet the public courteously and answer questions in a tactful manner.

Requires ability to deliver planned and impromptu informational presentations.

Requires willingness to wear reproductions of historic costumes.

May require possession of an appropriate valid driver's license.

SITE INTERPRETIVE COORDINATOR

POSITION CODE: 41093

DISTINGUISHING FEATURES OF WORK:

Under general supervision, formulates, develops and coordinates historical and/or cultural interpretive services; researches material to develop and incorporate new, or revise existing, techniques or methods into the site interpretive program; plans and implements site interpretive programming, including school and outreach programs, exhibits, living history programs, first person role playing programs, or special events; provides guidance and direction to others engaged in interpretive program activities; performs necessary administrative duties supportive of interpretive functions, including curatorial duties for the site.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Researches historical information; develops and implements site interpretive and research programs or activities pertinent to the location, the site's period, and prevailing cultural and economic influences; incorporates material in the site's interpretive program; formulates, develops and implements special events, exhibits, and displays; coordinates interpretive programming efforts with area educators and community interest groups in order to maximize benefits for visiting groups.
2. Coordinates publicity for the site interpretive program and special events; composes and distributes news releases; telephones area newspaper publishers, television and radio stations to assure information about site events is made available to the general public; prepares newsletters, brochures, and literature concerning significant aspects of the site or events; develops audio/visual presentations; operates and maintains audio/visual equipment.
3. Provides guidance and direction to site interpretive staff; recruits volunteer workers; trains employees, volunteers and other workers in the various facets of the interpretive program; collects and provides new interpretive information to better enable site staff to relate the site's history and culture to the visiting public.
4. Presents interpretive programs to visitors and special groups; conducts tours of the site and buildings; wears reproductions of historic costumes for first person and third person interpretation; explains the significance of the site's historical aspects, including the impact of past events on the settlers and the site; explains the history of the site's artifacts; demonstrates period craft methods and lifestyles; prepares and maintains records and reports related to site operations and the interpretive program, including visitor attendance, monthly reports, and others; assists manager and/or other site staff in the collecting of donations; posts donation receipts; completes daily reports on funds received; makes bank runs and deposits.

SITE INTERPRETIVE COORDINATOR (continued)

5. Serves as a skilled artisan who demonstrates techniques of historic crafts; maintains and reconstructs period furniture and buildings using authentic period tools; serves as a blacksmith or cooper, constructing replicas of period items or repairing period items for use at the site; constructs interpretive exhibits.
6. Performs curatorial functions, inventories, catalogues, accessions and cares for collections and artifacts; makes rounds daily to assure all artifacts are properly stored and secured during visiting hours; assures all moveable artifacts are properly locked away at night; checks doors and windows before leaving each night to make certain they are locked.
7. Mows and fertilizes lawns; trims shrubbery; picks up litter on grounds; shovels snow from sidewalks; plant flowers, vacuums rugs and drapes; cleans floors, dusts furniture and other site objects.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to a Bachelor's degree with courses in history, archaeology, anthropology, cultural science, park and recreation programming, liberal arts, or museum studies; historic site programming experience may be substituted for college education, but completion of high school or possession of a G.E.D. Certificate is a minimum educational requirement.

Knowledges, Skills and Abilities

Requires working knowledge of site interpretation techniques and methodology.

Requires working knowledge of curatorial practices and techniques.

Requires working knowledge of American and Illinois history.

Requires working knowledge of historical research methods, museum education practices, exhibit planning and construction, and restoration and maintenance functions.

Requires ability to use audio-visual equipment.

Requires ability to communicate effectively with groups and local organizations, to meet the general public courteously, to answer questions, and to deliver planned and impromptu informational presentations.

Requires ability to assess site interpretive needs, translate those needs into meaningful outlets and to coordinate special events.

Requires ability to prepare reports and keep records.

Requires ability to direct an interpretive program and to direct semiskilled and nonskilled workers to achieve results.

Requires willingness to wear reproductions of historic costumes.

May require possession of an appropriate valid driver's license.

SITE SERVICES SPECIALIST I

POSITION CODE: 41117

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as the operational/interpretive program coordinator of a small or moderate site, and on an ongoing basis, serves as designated lead worker or working supervisor of site employees; plans, assigns and reviews the activities of subordinates engaged in site interpretive or operational activities; researches material to develop and incorporate new techniques or methods into site programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As program coordinator at a site with 100,000 or fewer visitors annually, coordinates projects related to the delivery of historical/cultural interpretive and curatorial programs and /or the operational and maintenance programs; assigns, reviews and controls the work of volunteers, subordinate employees and/or staff engaged in interpretive, curatorial and/or operational and maintenance activities; assess and prioritizes daily work needs; determines assignments, reviews and monitors work to ensure quality control, correctness and timeliness; provides training, guidance and direction to staff; recommends approval of vacation and other time off requests; makes recommendations to the supervisor concerning performance evaluation and disciplinary action of subordinate staff; may oversee day-to-day operations of the site in the historic site manager's absence.
2. Coordinates site interpretive program services; oversees and participates in the research, implementation and demonstration of program activities; conducts tours of the site, explaining significant historical aspects.
3. Coordinates and participates in the construction of educational displays and exhibits; assists in special events at the site; assists with the preparation and review of informational materials for release to the media, site visitors, and general public.
4. Plans and directs curation of artifact collection; maintains and inventories artifacts; numbers and catalogues historical items; cleans artifacts; repairs broken or torn artifacts; stores items in proper manner according to the type of artifact (e.g., metal, ceramic, glass, paper, etc.).
5. Assists with the reconstruction/restoration of historic buildings using authentic tools, materials and construction techniques; assists in repairing and maintaining buildings; directs historic artisans programs.

SITE SERVICES SPECIALIST I (continued)

6. Coordinates and participates in site maintenance and security; directs the winterization of out buildings, rest rooms and drinking fountains, assures water is blown out of water lines and antifreeze is poured into sink drains and commodes where necessary; checks sewer lines and trailer dump for debris to prevent clogging of pumps; tests water lines and hydrants for leaks.
7. Prepares and maintains such records and reports as visitor attendance reports, time records, automotive reports, site activity reports and correspondence.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledges, skills and abilities equivalent to a Bachelor's degree with courses in history, archaeology, anthropology, cultural science, park and recreation programming, liberal arts, or museum studies supplemented by two years of related historic site interpretive program coordination or functional supervisory experience. Related experience may be substituted for college education, but completion of high school or possession of a G.E.D. Certificate is a minimum educational requirement.

Knowledges, Skills and Abilities

Requires working knowledge of site interpretation, natural and/or resource conservation, curatorial techniques, structural grounds maintenance, public relations, and personnel administration.

Requires working knowledge of American and Illinois history.

Requires extensive knowledge of historical research methods, educational display planning and construction, and restoration and maintenance functions.

Requires ability to use audio-visual equipment.

Requires ability to express ideas clearly and concisely, both orally and in writing.

Requires ability to prepare organized programs to inform and entertain site visitors.

Requires ability to express ideas clearly and concisely both orally and in writing and to communicate effectively with groups and local organizations,

Requires ability to evaluate program effectiveness, prepare reports and keep records, and to make recommendations on policies and procedures.

Requires ability to perform independent research to assure accuracy in restoration, maintenance or interpretation of historic sites.

Requires ability to direct employees and other workers to achieve desired results.

Requires ability to use tools and materials in the maintenance, minor repair, and care of historical artifacts, buildings and grounds.

May require possession of an appropriate valid driver's license.

SITE SERVICES SPECIALIST II

POSITION CODE: 41118

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as the operational/interpretive program coordinator of a large, extensive site and, on an ongoing basis, serves as a designated lead worker or working supervisor of site employees; plans, assigns and reviews the activities of subordinates engaged in site interpretive or operational activities; researches material to develop and incorporate new techniques or methods into the site programs; plans, schedules and promotes programs and events.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As program coordinator at a large and extensive site, coordinates projects related to the delivery of historical/cultural interpretive and curatorial programs and/or the operational and maintenance programs; assigns, reviews and controls the work of volunteers, subordinate employees and/or staff engaged in interpretive, curatorial, and/or operational and maintenance activities; assess and prioritizes daily work needs; determines assignments, reviews and monitors work to ensure quality control, correctness and timeliness; develops training materials and provides training, guidance, and direction to staff; recommends approval of vacation and other time off requests; makes recommendations to the supervisor concerning performance evaluations and disciplinary action of subordinate staff; may oversee day-to-day operations of the site in the historic site manager's absence.
2. Coordinates site interpretive program services; oversees and participates in the research, implementation and demonstration of program activities; develops promotional materials and coordinates public relations/media events; conducts tours of the site, explaining significant historical aspects.
3. Administers contracts and/or coordinates and participates in the construction of educational displays and exhibits; plans, coordinates and oversees site special events; develops, reviews and edits informational material for release to the press, site visitors, and general public.
4. Plans and directs curation of artifact collection; maintains and inventories artifacts; numbers and catalogues historical items; cleans artifacts; repairs broken or torn artifacts; stores items in proper manner according to the type of artifact (e.g., metal, ceramic, glass, paper, etc.); researches and identifies appropriate reproduction items to be utilized in public programs and maintains collection policy and procedure for control and care of reproductions.
5. Researches, directs and assists with the reconstruction/restoration of historic structures using authentic tools, materials and construction techniques; assists in repair and maintenance of buildings; develops and directs artisans programs.

SITE SERVICES SPECIALIST II (continued)

6. Coordinates and participates in site maintenance and security; develops written cyclical maintenance plans; directs the winterization of out buildings, restrooms and drinking fountains, assures water is blown out of water lines and antifreeze is poured into sink drains and commodes where necessary; checks sewer lines and trailer dump for debris to prevent clogging of pumps; tests waterlines and hydrants for leaks.
7. Prepares and maintains such records and reports as visitor attendance reports, time records, automotive reports, site activity reports and correspondence; develops and conducts visitor satisfaction survey.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skills and abilities equivalent to a Bachelor's degree with courses in history, archaeology, anthropology, cultural science, park and recreation programming, liberal arts, or museum studies supplemented by four years of related historic site interpretive program coordination or functional supervisory experience. Related experience may be substituted for college education, but completion of high school or possession of a G.E.D. Certificate is a minimum educational requirement.

Knowledge, Skills and Abilities

Requires working knowledge of site interpretation, natural and/or resource conservation, curatorial techniques, structural grounds maintenance, public relations, and personnel administration.

Requires working knowledge of American and Illinois history.

Requires extensive knowledge of historical research methods, educational display planning and construction, and restoration and maintenance functions.

Requires ability to use audio-visual equipment.

Requires ability to express ideas clearly and concisely, both orally and in writing.

Requires ability to prepare organized programs to inform and entertain site visitors.

Requires ability to express ideas clearly and concisely both orally and in writing and to communicate effectively with groups and local organizations,

Requires ability to evaluate program effectiveness, prepare reports and keep records, and to make recommendations on policies and procedures.

Requires ability to perform independent research to assure accuracy in restoration, maintenance or interpretation of historic sites.

Requires ability to direct employees and other workers to achieve desired results.

Requires ability to use tools and materials in the maintenance, minor repair, and care of historical artifacts, buildings and grounds.

May require possession of an appropriate valid driver's license.