

JOB TITLE: #1873 Program Supervisor, Historic Forestville

LOCATION: Historic Forestville, 21899 County 118 Rd, Preston, MN 55965

COMPENSATION: \$52,720.00 annual minimum

STATUS & HOURS: Full-time, regular (approximately 2,080 annual hours) position.

BENEFITS: Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DESIGNATION: Supervisory

POSTING DATE: February 8, 2024

DEADLINE DATE: Extended to: Open Until Filled

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position exists to develop site public programming, provide direct supervision for site interpretive staff, and coordinate daily program operations.

SUMMARY OF WORK: 1) Plan and implement all public programs, including research, format selection, scheduling, publicity, delivery and evaluation; 2) Manage interpretive program staff; 3) Perform administrative tasks related to the implementation of public programs at Historic Forestville; 4) Oversee the site operations as part of a site leadership team; and 5) Provide for the safe and secure daily operation of the site.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in education, museum studies, or related field or equivalent experience.
- Three years of experience developing educational programs and resources in a historical/cultural organization community organization.
- Experience effectively supervising staff by providing work direction, performance management, communicating expectations and feedback clearly, and promoting team effectiveness.
- Writing work plans and actively managing employee's performance to ensure success towards organizational goals.
- Demonstrated ability to plan for short and long-term development of programs.
- Demonstrated ability to recruit, hire, train, motivate and oversee staff and contract presenters and performers.
- Demonstrated ability to communicate clearly and to cooperate with other professionals.
- Demonstrated ability to conduct multiple concurrent projects.
- Strong human relations, interpersonal, and leadership skills.
- Strong customer service background.
- Ability to work as part of a team.

- Knowledge of informal learning theories and experience with interpretive methods and techniques.
- Good knowledge of Minnesota history and cultural diversity issues.
- Strong organizational skills.
- Understanding of security, safety and emergency procedures.
- Ability to resolve problems quickly and independently.
- Ability to work a flexible schedule.
- Ability to lift and carry objects weighing up to 25 pounds.
- Ability and willingness to travel.
- Valid driver's license.

DESIRED QUALIFICATIONS:

- Creating partnerships and relationships within an organization and with external partners.
- Two years of experience in managing daily operations and programs of a historic site or similar facility.
- Ability to meet changing expectations and priorities at a seasonal site that requires year round management, care, and planning.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.