

- JOB TITLE:** Director, MNHS Press
- LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102
- COMPENSATION:** \$89,200 annual minimum, commensurate with experience
- 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:** March 7, 2024
- DEADLINE DATE:** Open Until Filled
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.
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**DESCRIPTION:** This position exists to provide high level leadership, conscientious stewardship, and professional management to the operations, administration, and programming areas of the MNHS Press.

The Minnesota Historical Society Press produces print and digital books, the journal *Minnesota History*, and the digital encyclopedia, MNopedia. The Director, MNHS Press, leads the books, journal, and encyclopedia program; oversees the editorial, design, production, manufacturing, distribution, and marketing/sales components of the publishing programs; is responsible for the financial strength of the Press; and is charged with aligning the Press's publications with the MNHS mission and the appropriate audiences through both traditional and non-traditional means.

**SUMMARY OF WORK:** 1) Lead the strategic direction for the Minnesota Historical Society Press, producing print and digital products that meet the highest publishing standards and are aligned with MNHS strategic objectives; 2) Manage and guide the specific program areas of MNHS Press; 3) Oversee all business functions of the Press, including contracts, profit and loss statements, budget allocation, and ongoing cost/benefit analysis to ensure the health, success, and sustainability of the publishing programs; 4) Participate in institutional leadership and planning to ensure program management and operations are aligned with MNHS objectives and cultural values; 5) Represent MNHS to constituent groups and peers while building community to support historic sites and museums; and 6) Provide overall direction for hiring, training, supervision, and motivation for MNHS Press staff, interns, and volunteers and ensure compliance with MNHS policies and procedures.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree.
- Eight years experience in the publishing field.
- Strong background in scholarly publishing, museum publishing, or trade publishing with an attention to the financial aspects of book publishing, marketing, and sales.

- Demonstrated ability to manage a complex program and a small but creative staff, to plan and execute short-term and long-term publishing projects, and to coordinate various aspects of institutional publishing.
- Experience and ability in personnel management and supervision.
- Management experience and demonstrated leadership qualities in formulating objectives, setting priorities, and planning.
- Demonstrated ability to create and manage budgets and exercise fiscal responsibility.
- Valid driver's license and willingness to travel and work evenings and weekends.
- Well-developed interpersonal, communication and managerial skills necessary to administer a high quality program, develop budgets, and coordinate program needs in a large organizational structure.
- Ability to work together with a broad range of constituencies including community groups, donors, trustees, researchers, museum professionals, state and local government officials, and the general public.
- Thorough knowledge of and the ability to manage the process of long- and short-range program and financial planning.
- Experience in managing large, multiple, complex projects through periods of growth, reduction, and change.
- Highly developed interpersonal skills, including ability to serve on teams and communicate effectively both verbally and in writing.
- Experience creating networks and connections among a widely dispersed staff and within local communities.
- Experience using information technology to expand audiences and support institutional priorities.

**DESIRED QUALIFICATIONS:**

- Highly developed project management skills.
- Business/entrepreneurial experience and/or knowledge of how to grow earned income.
- Ability to manage change to produce positive outcomes that are aligned with organizational mission and resources.
- Broad knowledge of Minnesota history.

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Should you have questions with the application process, email [humanresources@mnhs.org](mailto: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.*