

- JOB TITLE:** Program Supervisor, History Day
- LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102
- 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:** March 25, 2024
- DEADLINE DATE:** April 15, 2024
- 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.
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DESCRIPTION: This position exists to provide direct supervision for program staff and coordinate daily operations as well as lead the Regional contest system and assist with fulfilling History Day program goals. The Program Supervisor will develop and coordinate the Regional contest system, which includes partnerships with colleges and universities, historical organizations, libraries and archives that improve and expand student and teacher services for the statewide History Day program in Minnesota. The Program Supervisor will also lead development and delivery of educational programs for students in grades 6-12, develop and deliver professional development programs for teachers, coordinate collaborations with other MNHS departments and historic sites to serve History Day participants, and design and develop teaching materials as needed for these programs.

SUMMARY OF WORK: 1) Manage the statewide regional contest system to ensure that contest delivery is successful, consistent, and creating an authentic experience for our audience; 2) Working with internal and external partners, create and implement plans for delivery of new curricular resources and programs; 3) Plan and lead the research and development of engaging curricular resources and programs for K-16 teachers and students; and 4) Provide overall direction for the hiring, training, supervision, and motivation of assigned staff, interns, and volunteers and ensure overall compliance with MNHS policies and procedures.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in history, education, or humanities discipline or related field.
- Six years experience working in historical research, education, program delivery, or program development or curriculum development or related experience.
- Knowledge of history research methodology and data gathering techniques, including ability to conduct original research in primary source collections, synthesize research, and communicate findings.
- Effective communication skills, including ability to write clearly and concisely and effective oral

communication with individuals and groups.

- Previous experience working with external partners, including higher education, community groups or organizations, to deliver programs and/or services to the public.
- Demonstrated ability to lead project teams and to work both collaboratively and independently to complete projects.
- Demonstrated ability to work effectively with diverse groups and individuals.
- Demonstrated ability to think imaginatively and problem solve.
- Demonstrated ability to multitask, work effectively under pressure to meet deadlines, prioritize and adapt to changing priorities.
- Computer skills necessary to develop quality project and program documentation.
- Ability to recognize and respect confidential information.
- Ability to administer and monitor program budgets.
- Strong computer skills and technical proficiency.
- Ability to perform moderate physical labor.
- Ability to stand and walk for extended periods of time.
- Ability to work a flexible schedule including occasional evenings and weekends for scheduled events.
- Valid driver's license.
- Ability to travel throughout the state and nationwide.

DESIRED QUALIFICATIONS:

- Previous experience supervising staff or having ongoing direction of volunteers or interns, including mentoring, performance management, hiring, and scheduling.
- Previous experience planning large-scale events
- Three years of successful supervisory experience.
- Familiarity with Minnesota Historical Society interpretive programs, including K-12 programs and/or exhibits.
- Previous experience creating training materials and/or conducting trainings.
- General knowledge of Minnesota and United States history.

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.