

- JOB TITLE:** Facilities Manager, Minnesota History Center
- LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102
- COMPENSATION:** \$72,240.00 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:** June 12, 2024
- DEADLINE DATE:** July 10, 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.
- INTERVIEWS:** Interviews will be held on **July 15th** and **16th** . Candidates may be invited for second round interviews on **July 22nd**.
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DESCRIPTION: This position manages and administers the MNHS History Center's facility operations, maintenance, improvements, renovations and repair of its physical and environmental condition including systems, furniture, fixtures and equipment and 10 acres of grounds. This position oversees space planning and use within the facility, mailroom operations, site security, and ensures safety and comfort of guests, staff, volunteers and interns.

SUMMARY OF WORK: 1) Plans and manages renovations, improvements, and repairs to the MHC building and its 10 acres of grounds; 2) Manages MHC Facilities program - long term strategies and work plans; 3) Manages MHC Facilities daily program area operations; and 4) Provides overall direction for hiring, training, supervision, and motivation for staff, interns, and volunteers and ensures overall compliance with MNHS policies and procedures.

MINIMUM QUALIFICATIONS:

- Bachelor's in Business Administration, Finance, or related field, or equivalent experience.
- Knowledge of basic construction principles & practices.
- Experience managing building daily operations.
- Project management experience and/or certification.
- Demonstrated supervisory experience.
- Strong organizational skill, and ability to prioritize tasks.
- Ability to work independently and take individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Ability to multitask and work effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Demonstrated ability to think imaginatively and problem solve.

- Ability to communicate both orally and written, including giving work direction, preparing and delivering reports.
- Demonstrated experience and ability to provide consistent high quality customer service.
- Physical strength, stamina and coordination to perform a wide variety of job tasks.
- Ability and willingness to climb ladders and enter enclosed spaces.
- Ability to lift 50 pounds occasionally, and 30 pounds regularly.
- Ability to stand for extended periods of time, to walk long distances regularly, and to perform exterior duties in all Minnesota climate extremes.
- Ability, flexibility and willingness to work a varied schedule including weekends and holidays.
- Valid driver's license.

DESIRED QUALIFICATIONS:

- 5 years experience in Facility Management with an organization that has the general public coming to their building.
 - Knowledge of building components, building codes, and construction methods.
 - Experience in budgeting and financial reporting.
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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.