

- JOB TITLE:** Site Supervisor, Historic Fort Snelling
- LOCATION:** Historic Fort Snelling, 200 Tower Ave, St Paul, MN 55111
- COMPENSATION:** \$47,440.00 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:** July 24, 2024
- DEADLINE DATE:** August 7, 2024
- 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.
- 

**DESCRIPTION:** This position exists to provide direct supervision for assigned staff and to coordinate the daily operations of the Visitor Center which includes retail, rentals, and parking.

**SUMMARY OF WORK:** 1) Provide direct supervision of site staff and volunteers; 2) Support the daily operations of Historic Fort Snelling; 3) Assist with the store and retail program; 4) Assist in coordinating and implementing the facility rental programs; 5) Participate in short and long term planning for Historic Fort Snelling and assist in developing program content as necessary and assigned; 6) Coordinate volunteer support for programs with other supervisors; and 7) Provide for the safe and secure daily operation of the site.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Demonstrated ability to manage and supervise personnel, including: scheduling, hiring, strengthening positive workplace culture, and performance management to ensure success towards organizational goals.
- Strong human relations, interpersonal, and leadership skills.
- Strong oral communication skills, ability to listen and be responsive to questions and comments.
- Ability to effectively facilitate dialogue with guests.
- Public relations skill in working with a diverse audience.
- Basic math skills to keep oversee a register and sales transactions.
- Demonstrated ability to positively work with the public.
- Demonstrated customer services skills sufficient to establish and maintain positive, effective working relationships in conflict situations.
- Ability to stand for extended periods of time.
- Ability to bend, crouch, kneel, reach, push, and pull.

- Ability to lift up to 25 pounds; occasionally up to 50 pounds with assistance.
- Ability to be physically active and mobile for up to 10-hours per day.
- Ability to work a flexible schedule including weekends and holidays.

**DESIRED QUALIFICATIONS:**

- Bachelor's Degree in American History, education, museum studies or a related field plus two years program experience in managing daily operations and programs and proven experience in the management of staff.
  - Knowledge of learning theories and experience with interpretive methods and techniques.
  - Knowledge of Minnesota history and cultural diversity issues.
  - Knowledge of retail systems, e.g. Shopify, Tessitura.
  - Demonstrated comfort in working with technology as may be related to parking, retail, and audio visual systems.
- 

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.*