



### **Organization Overview**

The Dakota County Historical Society was founded in 1939 in South St. Paul, Minn. by Fred Lawshe and a group of historically minded individuals. Starting immediately after forming, the organization began collecting artifacts to preserve and have on exhibit. Over the years, museum space was located in the South St. Paul High School and South St. Paul City Hall. In 1976, Dakota County began the process of building a new museum for Dakota County. The museum officially opened to the public in 1978.

Today, the organization operates three historic sites throughout Dakota County. The Lawshe Museum houses the research library and the archival and artifact collections for the organization. In 2005, DCHS entered into a partnership with the City of Hastings to operate the LeDuc Historic Estate, which includes the LeDuc house, carriage barn, Simmons Shed and Ice House. In 2015, the organization entered into a partnership with the Minnesota Historical Society to operate the Sibley Historic Site in Mendota, Minn. The site consists of the Hypolite DuPuis House, Cold Storage, Henry Hastings Sibley House and the Jean Baptiste Faribault House.

DCHS is a 501(c) (3), nonprofit and membership organization that “preserves, interprets and promotes the history of Dakota County.”

### **Position Description**

The LeDuc Site Supervisor (SS) is the primary person responsible for day-to-day operations at the LeDuc Historic Estate (LeDuc) in Hastings, Minnesota.

The SS coordinates with the Dakota County Historical Society (DCHS) Executive Director (ED), staff at the Lawshe Memorial Museum and the Sibley Historic Site, and LeDuc volunteers to develop and execute programs at the LeDuc Estate. Generate new ideas with staff and volunteers to increase site usage and revenue.

The SS schedules tours and events, ensure scheduled staff and volunteers are at the site, creates programming including special events and school tours, assists DCHS with bookkeeping for the site, and coordinates activities with the DCHS, City of Hastings, Hastings Area Historical Society, and other community groups. The SS assists with maintaining the gift shop on site, which may include purchasing items and running the cash register system. The SS will coordinate volunteers, as well as deposits and other duties as assigned within the organization.

This is a full-time position with variable hours, that fluctuate depending on the season and the number of events and tours scheduled at the site. This position reports to the ED, and ultimately to the DCHS Board of Trustees (Board).

The Dakota County Historical Society, in partnership with the City of Hastings (Hastings) who owns the site, operates the LeDuc Historic Estate. Many responsibilities of the Site Supervisor and activities at the site are accountable to both DCHS and Hastings.

## **Duties & Responsibilities**

### **1. Visitor Experience Management**

- a. Assist in providing service to visitors throughout the Estate. The LeDuc Estate includes three major buildings (LeDuc House, Carriage Barn and Simmons Shed), and additional outbuildings (Ice House, Chicken Coop)
- b. Must track attendance at the LeDuc Estate and provide monthly updates to both DCHS and Hastings
- c. Be on site to assist visitors during open operating hours:
  - i. Thursdays 10 a.m. – 5 p.m.
  - ii. Fridays 10 a.m. – 5 p.m.
  - iii. Saturdays 10 a.m. – 5 p.m.
  - iv. Sundays 10 a.m. – 5 p.m.
  - v. During all special events, programs, and private events at the site
  - vi. Hours may vary during the offseason and can shift to Monday – Friday, with approval by ED.
- d. Communicate with visitors about their experience at the site, as well as informing them about additional events and programs at other DCHS operated sites.

### **2. Personnel Management**

- a. Be the face of DCHS at the LeDuc Estate.
- b. Oversee Site Educators (tour guides) in their specific areas of operations.
- c. Work with Sibley SS to schedule tour staff for regular tour hours, special events, and group tours.
- d. Work with Sibley SS to coordinate volunteer needs at the site, including (but not limited to) house hosts, chicken caregivers, gardeners, etc.
- e. Address employee concerns and convey these to the DCHS Executive Director
- f. Bring issues and concerns of site management to the DCHS Executive Director
- g. Communicate policies and information from DCHS to site staff and ensure they are implemented.
- h. The ED may communicate directly with tour staff in the dissemination of information but will notify the SS if this will be done.
- i. Train staff and volunteers on emergency procedures, both weather and / or medical, and familiarize all with the emergency “call list”.
- j. Recruit and retain volunteers for necessary roles at the site, including (but not limited to) chickens, gardens, house hosting, etc.

### **3. Special Events and Programming**

- a. Work with Executive Director and others to ensure that programming supports the mission and goals of the Dakota County Historical Society.
- b. Develop plans and budgets for special events and / or programs.
- c. Contact and schedule appropriate speakers, re-enactors, and other program participants.
- d. Work with Sibley SS to schedule staff and volunteers in a timely way and ensure they are scheduled for special events.
- e. Schedule caterer and plan events, as needed.
- f. Serve as primary contact for prospective and existing volunteers and ensure SC is kept updated on new volunteers to the site.

### **4. Rental Events**

- a. Rental events are a revenue source for the site and important to the community.
- b. Develop plans and budgets for rental events.
- c. Manage all aspects of site rental process, including sales, scheduling, planning, and organizing staff schedules.
- d. Ensure appropriate records are kept and that each event is appropriately staffed.

5. Community Relations
  - a. Serve as primary point of contact for community members interested in LeDuc.
    - i. Ensure tour staff and volunteers are trained to provide positive contacts with community members and organizations.
  - b. Serve as liaison with volunteer organizations, including the Friends of LeDuc of Historic Hastings
  - c. Work with other staff to ensure publicity opportunities are pursued.
  - d. Notify ED of opportunities and obstacles related to building and maintaining positive community relations.
  - e. When contacted by the media, notify ED immediately for follow up.
6. Financial Management
  - a. Work with DCHS staff to ensure site operates within established budget parameters.
  - b. Actively manage staff hours and costs to ensure efficient operation.
  - c. Communicate with SC regarding needs for petty cash and to provide weekly reports of cash flow to DCHS for bank deposits.
  - d. Ensure opening and closing procedures are done as needed and necessary staff / volunteers are trained on proper procedures.
7. Museum Store
  - a. Support staff or volunteers tasked with managing museum store operations, be able to assist with:
    - i. Maintaining vendor records.
    - ii. Tracking monthly sales information.
    - iii. Monthly reporting.
  - b. Ensure tour staff are trained to:
    - i. Operate cash Square Point of Sale System
    - ii. Perform opening and closing tasks associated with Museum Store and Admissions
  - c. Determine appropriate items to be available in the museum store, working with staff to follow guidelines developed for DCHS site stores.
8. Media Relations/Marketing
  - a. Refer all media contacts to DCHS Executive Director
  - b. Provide to appropriate staff members and / or ED all necessary information for marketing events and activities in a timely manner.
  - c. Notify ED of any positive, negative, or controversial events / media inquiries.
9. Site Maintenance & Safety
  - a. Maintain records of incidents reported at the site and provide to ED immediately.
  - b. Identify unsafe conditions and address if capable of doing so safely.
  - c. Identify maintenance needs for the site as they occur.
  - d. Communicate maintenance needs to City of Hastings personnel and ED.
    - i. Work with ED to ensure City of Hastings maintains the site appropriately.
  - e. Responsible for all basic custodial needs of the site
10. General
  - a. Open and close the site as needed.
  - b. Identify efficiencies or possible improvements to operations of site.
  - c. Other tasks as assigned by ED.

**HOURS:**

- Initial "open" hours are Fridays, Saturdays, & Sundays 10 a.m. – 5 p.m (Mid-May to Mid-October)
  - Tours are offered at 10 a.m., 11:30 a.m., 1 p.m., 2:30 p.m. & 4 p.m.
- Additional hours may be required due to special events, private groups, or activities.

- Be onsite typically 5 days per week from late May-late October, may be more during special events and less during the off season (November – April), working from different DCHS sites.
- During the off season, Site Supervisor is expected to plan, and host, events, exhibits and programs for the next season.
- Assist as needed at other sites in offseason at the discretion of the ED.

#### Classification

Non-Exempt (hourly)

1.0 FTE, Full-time,

Average 40 hours/week

All employees are required to pass a background check before hiring process is complete.

#### Skills and Experience

Minimum Education – Bachelor's Degree in History or related field

Required – excellent communication & organizational skills; enthusiasm for working with and empowering volunteers; ability to work in a fast-paced environment.

Desired – strong interest in history, ability to be flexible, sense of humor, ability to work with a wide range of personalities, and experience in teaching, or museum interpretation.

#### Compensation

\$14 – 18 / hour, hiring range is \$14-\$16/hour

Health Benefits: Yes

Flex Time: Yes

#### Work Week

Typically, 5 days per week, sometimes more during special events

40 hours per week, 52 weeks

Flexible, but will require evenings & weekends.

To apply, submit a cover letter, resume and three professional references.

The deadline to apply is 5:00 p.m. (CST) on Friday, March 15, 2024.

To apply online, send to: [dakotahistory@co.dakota.mn.us](mailto:dakotahistory@co.dakota.mn.us) with 'LeDuc Site Supervisor' in the subject line.

To apply via mail, send to: Matt Carter

Dakota County Historical Society

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