

## Steele County Historical Society Position Posting

The Steele County Historical Society is located in Owatonna Minnesota. The SCHS mission is preserving and sharing history today for tomorrow. The society seeks a full time Events Manager. The position oversees the society's facility rentals, public events, and marketing.

### **PRINCIPAL RESPONSIBILITIES**

#### I. Facility Rentals

Meet with prospective rental clients, negotiate contracts, ensure facilities are prepared for each rental and invoice clients for rentals.

#### II. Marketing

Work with the Marketing Committee to ensure all marketing pieces are current. Coordinate and execute social media campaigns, updates web page, distributes membership emails, and writes and sends press releases.

#### III. Programs and Events

Work with various society committees and volunteers to plan and implement public programs and events as well as preparing reports following each event.

#### IV. Museum Store

Meet with prospective and current consignment vendors and manage agreements. Orders approved merchandise, and oversees store layout.

This is a full time exempt position.

Benefits sick and vacation time.

Work Schedule includes flexible schedule that will include some weekend and evening work

### **Minimum Qualifications:**

Experience in rental marketing and event planning.

Strong organizational and scheduling skills.

Demonstrated ability to work and communicate successfully with diverse groups of people.

Demonstrated ability to communicate successfully and succinctly electronically.

### **Desirable Qualifications:**

Demonstrated ability to work in a leadership role, guide teams and/or individuals toward a common goal.

Knowledge of Steele County, Minnesota, and American history.

Interested applicants should submit a cover letter and current resume to [James.lundgren@steelehistorymuseum.org](mailto:James.lundgren@steelehistorymuseum.org) for consideration. Position is open until filled with application review starting July 24.

The Steele County Historical Society was founded in 1949 and is located in Owatonna Minnesota. The SCHS mission is preserving and sharing history today for tomorrow. The organization includes an extended campus. On one end is the seven year old history center with exhibit gallery, research center, museum store, archival storage, offices and meeting rooms. The other part of the campus is the Village of Yesteryear, a collection of 19 historic structures that tell the story of Steele County History from the 1850s to the 1940s.