# Program Manager – open position

The Scott County Historical Society (SCHS) in Shakopee seeks a full-time **Program Manager**

*Position duties and responsibilities include:*

The Program Manager is responsible for Scott County Historical Society (SCHS), public programs and develops strategic partnerships and collaborations, and maintenance of the contact database and communications. Work is performed with technical independence under the general direction of the executive director who may alter or amend the duties listed below. This position requires a high degree of public contact.

*Qualifications include:*

BA (MA preferred) in education, museum studies, history, or related field, and two years experience in a museum, historical society, or equivalent work experience and education to satisfactorily perform the duties of Programs Manager.

*Knowledge, Skills and Abilities*

* Knowledge of educational practices and age appropriate learning abilities
* Ability to formulate programs to state curriculum guidelines
* Experience developing interpretive/educational programs in classroom and non-traditional settings
* Historical research skills
* Ability to initiate collaborative projects
* High degree of computer literacy
* High degree of flexibility and creativity in developing programs and projects
* Strong project management skills
* Volunteer management experience
* Ability to oversee several projects at one time.
* Effective written and verbal communication skills; ability to speak in front of an audience
* Ability to work weekends and some evenings.

*Physical Aspects of the Job:*

* Transport of materials up to 30 lbs
* Retrieval letter-size boxes from shelving up to 10’ in height
* Set up and take down of chairs and equipment
* Occasional carrying and lifting of equipment to SCHS programs and presentations

The Scott County Historical Society operates the Stans Museum in Shakopee. Opened in 1995, the museum includes galleries, collections, a research library, and museum store. SCHS also operates the 1908 Stans House and Museum Garden at the same location. Shakopee is approximately 25 miles southwest of Minneapolis just off Highways 169 and 101.

Submit resume and references by March 9, 2018 via email to: Executive Director, [info@scottcountyhistory.org](mailto:info@scottcountyhistory.org). Scott County Historical Society, 235 Fuller St. South, Shakopee, MN 55379. For more information call 952-445-0378