

LCHS Sites & Store Manager

Organization Overview

The Lake County Historical Society (LCHS) was founded in 1925 to “Collect, preserve, and disseminate the history of Lake County, Minnesota and its environs.” Thomas Owens, a pioneer railroader in the area, was elected first president of the Society by eighteen charter members. LCHS was housed in the Lake County Courthouse until 1960 when it moved to the Duluth, Missabe, and Iron Range Railroad Depot on Two Harbor’s South Avenue. The expansion provided space for a new museum within the working train station which remained active until 1969 when the last passenger train departed the station. The museum saw a series of expansions into the entire first floor of the depot. Presently, the Two Harbors Station hosts the North Shore Scenic Railroad “Two Harbors Turn” July through October.

Starting in 1988, LCHS began offering tours of the Two Harbors Lighthouse. Oberstar’s Bill, passed in 1999, officially transferred ownership of the Lighthouse to the Historical Society. Extensive renovations took place at the Keeper’s Quarters and, in 1999, the Lighthouse Bed & Breakfast opened to provide an opportunity for guests to experience life as a light keeper. Proceeds from the Bed & Breakfast help LCHS fulfill its mission to share the rich history of our region. The grounds, assistant keeper’s quarters, and lighthouse tower are seasonably open mid May through mid October.

In 1991, LCHS purchased the John Dwan Office Building and formed the 3M Birthplace museum. John Dwan was the first secretary of the Minnesota Mining and Manufacturing Company. In 1902 at his law office on the second floor, the articles of incorporation were signed for the 3M corporation. The museum itself narrates the journey of the Minnesota Mining and Manufacturing Company from a failed mining venture at Crystal Bay to the Fortune 500 Company it is today.

LCHS is a 501(c)3 nonprofit organization which seeks to collect, preserve, and share the rich history of Lake County, Minnesota.

Position Description:

The Lake County Historical Society Sites & Store Manager is the primary person responsible for day-to-day operations at three historic sites located in Two Harbors, Minnesota. Providing direct supervision to frontline staff at all three of the historic sites, this role works closely with the Executive Director and Managing Innkeeper to manage the operations of this dynamic organization.

This is a full-time, non-benefited position with an anticipated workload of 40 hours per week. 48 hours of sick and safe family leave and vacation will be provided. This position reports to the Executive Director and ultimately the LCHS board of directors.

Duties & Responsibilities:

1. Personnel management
 - a. Schedule visitor services assistants at each site to ensure sites are open on a regular schedule. Ensure coverage of sites during special events.

- b. Recruit, train, and onboard frontline staff. Typically 2-3 year-round part time staff and 10-13 part time seasonal staff.
 - c. Hold meetings and trainings as needed to share organizational information.
2. Store & Sites Management
- a. Run daily store reports for the Executive Director and manage monthly sales and admissions reports. Lighthouse and Depot Stores are open seasonably up to 7 days per week mid May through mid October. During the off season, the Depot store is open up to 3 days per week.
 - b. Order and schedule delivery of store merchandise in advance of sites opening for season in May. Double check orders and price merchandise as it comes in.
 - c. Serve as primary contact for vendors and will prepare orders based on LCHS buying profile.
 - d. Maintain stock room and ensure distribution of goods between the Lighthouse and Depot Stores.
 - e. Report to the Executive Director any maintenance needs for buildings or improvements in visitor experience.
3. Office & Program Management
- a. Ensure the Lake County Historical Society's website and facebook page are updated with current information.
 - b. Answer general phone and email inquiries about the museums, stores, and bed & breakfast.
 - c. Help with planning and implementation of LCHS programming and outreach as needed.
 - d. Other Duties as assigned.

Minimum Education

GED or equivalent. Some college coursework is desired.

Skills & Experience

- Interest in local history
- Ability to work both as part of a team and independently.
- Excellent communication & organizational skills.
- Ability to lift and carry up to 45 pounds and negotiate stairs multiple times per day.
- 2-3 years experience in store management or related field
- Some experience in database management and reporting.

Compensation

Full time, hourly position with an anticipated work load of 40 hours per week and minimum hourly rate of \$18. 48 hours of paid sick and family leave in addition to vacation time.

Deadline To Apply March 19th

Send cover letter, resume, and list of three professional references to Ellen Lynch, Executive Director.

Email: lakehist@lakeconnections.net **Subject:** LCHS Sites Manager

Mail: Ellen Lynch, Lake County Historical Society, PO Box 128, Two Harbors, MN 55616