

- JOB TITLE:** #1374 Program Manager, Interpretive Programs
- OPEN TO:** This job is open to all applicants.
- LOCATION:** History Center - 345 Kellogg Blvd. W, St. Paul, MN 55102
Typically this position has an office at the History Center. Currently this position is scheduled to telework through June 30, 2021 and may continue teleworking depending on COVID conditions and business needs. As sites reopen, there will be a need for the Program Manager to visit sites.
- SALARY:** \$4,710.00 monthly minimum
- STATUS & HOURS:** Full-time, regular (approximately 2088 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.
- CLASSIFICATION:** Supervisory 18K
- SUPERVISORY:** Yes
- HIRING MANAGER:** Director, Experience Development
- POSTING DATE:** November 17, 2020
- DEADLINE DATE:** December 8, 2020
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.
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DESCRIPTION: The Program Manager oversees the development of educational programming and interpretation throughout the MNHS site and museum network. Programming will include a variety of public and K-12 programs, in various formats, that engage audiences of diverse ages, backgrounds, interests and learning styles. The Program Manager will supervise a team of project leads who focus on varied projects throughout the site and museum network and is responsible for their performance management.

The Program Manager will need to look at the broader trends in historical interpretation both in theory and application to advance the organization's ability to include multiple lenses in our programming and reach varied audiences. They will need to oversee consistency in program messaging, content, and implementation of MNHS interpretive and education programming. In order to meet these objectives, the Program Manager will also need to work with internal stakeholders and external community partners to develop strategies that support and align MNHS programs with the communities MNHS serves.

SUMMARY OF WORK: 1) Oversee the design, development, and implementation of strategies to develop new interpretive strategies, approaches, and programs at MNHS sites and museums; 2) Oversee major program redevelopment projects; 3) Oversee the administration of Interpretive Programs with respect to budgeting, marketing, reporting, and tracking; 4) Actively represent MNHS internally and

in communities of interest, including participating in interpretive program events and organizations, serving as a resource and point-of-contact for external organizations, and actively communicating that work internally; and 5) Work closely with volunteers, interns and fellows to create productive relationships, enhance work quality and maintain a safe work environment.

Minimum Qualifications:

- Bachelor's degree.
- Demonstrated experience in developing and delivering programs at historical cultural organizations.
- Ability to lift 10 pounds.
- Willingness and ability to travel.
- Valid driver's license.

Demonstrated Skills In:

- Leading the development of educational programs and resources in a historical/cultural organization community organization.
- Supervising staff at a historical, educational, or cultural organization.
- Writing work plans and actively managing employee's performance to ensure success towards organizational goals.
- Creating partnerships and relationships within an organization and with external partners.
- Communicating, both orally and written, including preparing and delivering reports and presentations for both professional and lay audiences.
- Thinking imaginatively and problem solving.
- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Strong analytical and organizational skills with a demonstrated results orientation.

Knowledge of:

- MNHS programs.
- Research techniques and program development strategies.

Desired Qualifications:

- Strong knowledge of Minnesota and U.S. history.
- Familiarity with both qualitative and quantitative learning and behavioral research and evaluation methods, design and sampling techniques and data collection tools.
- Familiarity with operations and governance of historical/cultural and/or community-based organizations.
- Familiarity with educational standards and the structure of education delivery in Minnesota.

Should you have questions with the application process, email 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.