



## LANDMARK CENTER

### Minnesota Landmarks

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### Seeking Experienced Education Consultant

#### **Educational Program Outreach Coordination**

Minnesota Landmarks, the nonprofit programming and management organization for Landmark Center in downtown Saint Paul, is seeking a consultant experienced educational outreach for historical or arts-related programs to develop and implement a educational outreach and marketing program for its new, building-wide exhibition, "Uncle Sam Worked Here" (USWH).

The USWH interpretive exhibit, along with its accompanying educational tools and interactive CD-ROM, is intended to benefit the community by offering lessons in civic engagement both yesterday and today. It

- Provides programming to a broad audience by helping young people and their families understand their local history and its relevance to their contemporary lives;
- Engages young people in their history and civics school learning activities by providing them with rich storytelling and interactive exploration tools suitable for a diverse audience: (e.g., students, families and other visitors to Landmark Center); and
- Provides unique and innovative programming to its audiences by allowing all ages to interactively explore and interpret historic and contemporary civic issues in a localized context.

#### **Primary Consulting Needs:**

- Oversee the development and implementation of a comprehensive K-12 school program for USWH.
- Develop scheduling policies and plans for welcoming and servicing all group tours for USWH.
- Connect and communicate with schools in the metro area, greater Minnesota and surrounding states (where applicable) to communicate opportunities for educational field trips for USWH.
- Fill calendar of school visits for the 2008-09 school year.
- Develop training manual and provide training for tour guides and staff to address educational requirements for field trips.
- Assist in the marketing of USWH through its educational components.
- Engage in strategic planning and program evaluation in collaboration with Minnesota Landmarks.

#### **Requirements for consideration:**

Demonstrated experience with educational program coordination and public school outreach. Knowledge of K-12 program planning and educational outreach systems in schools. Familiarization with Minnesota educational standards and testing practices preferred. Experience and/or interest in history interpretation and educational standards a plus.

#### **Process:**

Proposals to include cover letter addressing experience and thoughts on how the work might be accomplished and resume outlining experience related to the position. Compensation commensurate with experience. Proposals encouraged by March 15, 2008 but will be accepted until contract is signed. Proposals may be sent by mail to: Minnesota Landmarks, 75 W. Fifth St.; Suite 404, St. Paul, MN 55102, or through email: [admin@landmarkcenter.org](mailto:admin@landmarkcenter.org). Questions may be directed to 651-292-4375.

Please see our website at [www.landmarkcenter.org](http://www.landmarkcenter.org) for further information about Minnesota Landmarks and Landmark Center.