

JOB TITLE:	#1127 Site Supervisor
OPEN TO:	This job is open to all applicants.
LOCATION:	Alexander Ramsey House
SALARY:	\$17.76 hourly minimum
STATUS & HOURS:	Full-time, regular (1,560 annual hours) position
CLASSIFICATION:	09K Supervisory-Professional
HIRING MANAGER:	Site Manager I, Ramsey House
POSTING DATE:	May 1, 2014
DEADLINE DATE:	Application materials must be received by May 15, 2014.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Site Supervisor to coordinate the daily operations of the Ramsey House; provide supervision for assigned museum interpretive staff, sales assistants; and coordinate the volunteer and resale schedules.

RESPONSIBILITIES: 1) provide overall direction for hiring, training, supervision, and motivation for assigned staff, interns, and volunteers, and ensure overall compliance with MNHS policies and procedures; 2) coordinate daily operations at the Ramsey House; 3) assist with the training of guides in interpretive techniques, including third person guided, first person living history, and school programs for various ages/learning levels, in coordination with the Site Manager I, Ramsey House; 4) coordinate volunteer program; 5) ensure site security and visitor safety in daily historic site operations; and 6) serve as liaison between all MNHS departments that work at the site.

MINIMUM QUALIFICATIONS:

- High school diploma plus two years experience or formalized training within a professional discipline or bachelor's degree plus one year program experience or equivalent.
- Knowledge of management techniques and ability to mentor, coach and discipline employees.
- Well developed customer service skills sufficient to establish and maintain positive, effective working relationships.
- Ability to multi-task in a dynamic and demanding environment.
- Ability to communicate clearly and accurately both orally and in writing.
- Knowledge of informal learning theories and experience with interpretive methods and techniques.
- Strong organizational skills.
- Understanding of security, safety, and emergency procedures.
- Ability to resolve problems quickly and independently.
- Ability to work a flexible schedule.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree or equivalent in American history, education, museum studies, or related field.
- Knowledge of policies and procedures of the Minnesota Historical Society.
- Ability to work with historic collections, material and costuming.
- Ability to organize, implement and evaluate plans.
- Knowledge of pertinent site related skills, operations and materials.
- Knowledge of building, site maintenance and security methods, sufficient to monitor maintenance, supervise operations and maintain security.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/about/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged

- No phone calls please -