

JOB TITLE:	#1153 Program Associate
OPEN TO:	This job is open to all applicants
LOCATION:	History Center
SALARY:	\$3,308 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Central Collections Services Manager
POSTING DATE:	September 17, 2014
DEADLINE DATE:	October 1, 2014
SUPPLEMENTAL FORMS:	Not required for this position

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate to plan, schedule, and administer databases for newspaper digitization projects making newspaper collections on microfilm accessible through web technologies.

RESPONSIBILITIES: 1) Plan, schedule, write reports for funders; administer databases; and coordinate projects; 2) Facilitate and monitor the delivery of the project; 3) Assist in the design and conceptualization of the online application; 4) Prepare items of documentation for public preservation via the Society's web page; and 5) Provide technical direction to Program Assistants and partners regarding metadata and other digital standards, project requirements and quality.

MINIMUM QUALIFICATIONS:

- B.A. in American history or a related field plus 3 years history-related research experience or equivalent OR an advanced degree plus 2 years program experience or equivalent.
- Demonstrated knowledge of Minnesota and American history.
- Demonstrated experience working with office software applications in a Windows environment.
- Demonstrated competency with database applications, such as Microsoft Access.
- Demonstrated experience in the creation of multimedia or research web sites.
- Experience with image editing software, preferably Photoshop.
- Strong written and oral communications skills.
- Demonstrated ability to communicate and establish positive relations with other staff and organizations.

DESIRABLE QUALIFICATIONS:

- Knowledge of and experience with basic archival processes.
- General understanding of information technology issues, including electronic records, WWW tools and networked applications.
- Demonstrated project management and facilitation skills.
- Experience working with multiple partners on technology projects.
- Knowledge of digital content standards (e.g. EAD, XML, METS, Dublin Core).
- Knowledge of Collections Management System (CMS).
- Experience working on a National Digitization Newspaper Project (NDNP) compliant project.
- Demonstrated experience creating requirements and/or researching content for web sites.
- Knowledge of web programming (HTML, JavaScript, CSS, and associated software applications).
- Familiarity with metadata standards, e.g. Dublin Core.
- Demonstrated ability to manage multiple projects simultaneously.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/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 -