

<b>JOB TITLE:</b>	#1159 Site Supervisor
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Historic Forestville
<b>SALARY:</b>	\$17.76 hourly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, regular (1,664 annual hours) position
<b>CLASSIFICATION:</b>	09K Supervisory
<b>HIRING MANAGER:</b>	Site Manager I, Historic Forestville
<b>POSTING DATE:</b>	October 15, 2014
<b>DEADLINE DATE:</b>	Application materials must be received by October 29, 2014.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Site Supervisor to provide daily supervision to site interpretive staff and volunteers and to coordinate the daily operations of the site.

**RESPONSIBILITIES:** 1) provide direct supervision of site interpretive staff on a day-to-day basis; 2) coordinate daily operations at Historic Forestville; 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, Historic Forestville; 4) ensure site security and visitor safety in daily historic site operations; 5) coordinate volunteer program; 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.
- Demonstrated ability to multi-task in a dynamic and demanding environment.
- Demonstrated 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.
- Ability to work independently and stay on task.
- Ability to use a computer and Microsoft Office.
- Understanding of security, safety, and emergency procedures.
- Demonstrated 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.
- Demonstrated ability to work with historic collections, material and costuming.
- Demonstrated 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/jobs](http://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:

<b>Attn: [Fill in Job Title]</b> <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn: [Fill in Job Title]</b> <b>Email: <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a></b>	<b>Attn: [Fill in Job Title]</b> <b>Fax: 651-297-3343</b>
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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 -**