

JOB TITLE:	#1161 Exhibit Developer III
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,660.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	11L Professional
HIRING MANAGER:	Senior Exhibit Developer
POSTING DATE:	October 30, 2014
DEADLINE DATE:	Application materials must be received by November 21, 2014.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Exhibit Developer III to set the interpretive direction for exhibit projects, guide the interpretive work of exhibit teams through the collaborative process of exhibit development, and create interpretive products in a wide range of media for exhibits.

RESPONSIBILITIES: 1) create overarching interpretive framework that defines, structures, and animates all subsequent development within an exhibit project; 2) create a variety of high-quality written products that communicate exhibit content to general and specific audiences in clear and engaging ways; 3) conduct wide-ranging research related to the development of topics, themes, and components of exhibits and related interpretive projects; 4) facilitate effective collaboration among team members (which may include community collaborators and Historic Sites & Museums staff as well as History Center Museum, Exhibitions & Diversity Initiatives personnel) by building a shared vision of the exhibit; 5) serve as spokesperson for the exhibit and the exhibit team to MNHS groups and public audience; 6) manage, organize, and track a wide variety of information generated in the exhibit development process; and 7) serve Exhibit Developers Unit, History Center Museum, Exhibitions & Diversity Initiatives department, and MNHS as an active engaged professional in the history museum field.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree plus five years program experience or equivalent OR an advanced degree plus three years program experience or equivalent.
- At least five years experience conducting historical research with primary materials.
- Strong communication skills sufficient to work effectively with a wide variety of people.
- Demonstrated ability to lead a team and/or to work as a member of a team.
- Ability to work effectively independently, with general supervision.
- Demonstrated ability to write compelling exhibit copy.

DESIRABLE QUALIFICATIONS:

- Ability to solve problems using program discipline concepts/strategies.
- Ability to plan, organize, and manage mid-size projects, including resource allocation and budgeting.
- Ability to work effectively within a large institution.
- Ability to understand and apply institutional policies and procedures.

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
--	--	--

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 -