

JOB TITLE:	#1165 Head of Public Programs & Lifelong Learning
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$5,142 .00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	23K Supervisory
HIRING MANAGER:	Director, Education
POSTING DATE:	November 20, 2014
DEADLINE DATE:	Application materials received by December 15, 2014 will be considered first. This position will remain open until filled.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Head of Public Programs & Lifelong Learning to provide institutional leadership in audience development and engagement and to direct the program operations at the Minnesota History Center, including Museum Interpretive Programs, Family Programs, Adult Programs, Young Adult Programs and Lifelong Learning Outreach Programs.

RESPONSIBILITIES: 1) develop long range and annual program plan for the Minnesota History Center and MNHS Lifelong Learning project that delivers on brand promise and supports institutional goals and initiatives; 2) manage the budget, operation and staff of Public Programs & Lifelong Learning department; 3) provide leadership in institutional sustainability and stewardship through evaluation, audience research, business planning, and fundraising activities; 4) provide institutional leadership in audience development, visitor engagement and public programming; and 5) participate in and assist the Director, Education with divisional planning and management.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in History, American Studies, Education or related field plus eight years program experience or equivalent OR and advanced degree plus six years program experience or equivalent.
- Five years managerial experience, including fiscal and operational administration.
- Five years direct experience with public program implementation for diverse audiences in a variety of program formats and venues.
- Two to three years of experience with audience research and evaluation.
- Extensive knowledge of audience segments and associated motivations, behaviors and learning preferences.
- Demonstrated entrepreneurial leadership and familiarity with business planning practices.
- Demonstrated commitment to diversity and inclusion in program development, implementation and operations.
- Experience working on exhibit development teams and familiarity with exhibit-based live programming models.
- Strong skills in human relations, personnel management, interpersonal communication, team building, tact and diplomacy.

DESIRABLE QUALIFICATIONS:

- Advanced degree in Museum Studies, Education or a related field.
- Broad knowledge of American and Minnesota history and familiarity with current trends in historiography.
- Knowledge of current trends in museum studies, audience research and education theory.
- Highly developed project management skills.
- Experience with development work, including member cultivation, donor relations and grant writing.
- Familiarity with ADA requirements and best practices in program accessibility for audiences with diverse physical and cognitive needs.

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.

Applications will be acknowledged. - No phone calls please - EEO