

JOB TITLE:	#1169 Site Supervisor
OPEN TO:	This job is open to all applicants.
LOCATION:	Forest History Center
SALARY:	\$3,091.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	09K Supervisory
HIRING MANAGER:	Site Manager II, Forest History Center
POSTING DATE:	November 26, 2014
DEADLINE DATE:	Application materials must be received by December 18, 2014.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Site Supervisor to recruit, train, supervise, and evaluate interpreters, sales associate, interns, and volunteers, as well as schedule and observe daily program operations. This position is responsible for the site's resale program, participates in annual and long-range planning and works with the Site Manager II, Forest History Center to implement the site's business, marketing, and interpretive plans. This position assumes full capacity supervision of the site during the absence of the Site Manager II, Forest History Center and is part of the site's management team.

RESPONSIBILITIES: 1) provide day-to-day supervision and execute the recruitment, training, scheduling and evaluation of interpreters, interns, and volunteers within the scope of the site's annual program plans and budget; 2) provide administrative accounting, clerical, and logistical support for site operations; 3) administer and develop the site's resale operation; 4) ensure site security and visitor safety in daily site operations; 5) serve as a liaison between MNHS departments that work at the site; and 6) perform routine operational tasks.

MINIMUM QUALIFICATIONS:

- High school diploma plus two years experience or formal training within a professional discipline or a bachelor's degree in American history, education, museum studies or related field plus one year of program experience or equivalent.
- Knowledge and skill to convey management techniques including: mentoring, coaching, and disciplining employees to encourage their motivation, professionalism and interpretive abilities.
- Knowledge of retail operations, management and related duties.
- Ability to organize, implement, and evaluate plans.
- Strong customer service skills.
- Ability to multi-task in a dynamic and demanding environment.
- Ability to work with others and the public in a professional and courteous manner.
- Ability to use computer software to produce schedules, reports and presentations.
- Ability to operate cash register.
- Ability to answer phone in a professional manner and interact with clients.
- Ability to perform in costume and deliver the educational programs of the site.
- Ability to learn about Minnesota logging history and logging camp technologies specifically circa 1900.
- Ability and willingness to work a flexible schedule including weekdays, Saturdays, Sundays, holidays, and evenings.

DESIRABLE QUALIFICATIONS:

- Ability to work with historic collections, material and costuming.
- Knowledge of policies and procedures of the Minnesota Historical Society.
- 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), 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 -

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