

JOB TITLE:	#1170 Program Manager, MNopedia
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$4,055.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	14L Professional
HIRING MANAGER:	Editor In Chief
POSTING DATE:	December 3, 2014
DEADLINE DATE:	December 30, 2014
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Manager, MNopedia to perform planning, development, project management, evaluation and measurement, and outreach and marketing functions for the Minnesota Encyclopedia (MNopedia).

RESPONSIBILITIES: 1) define and coordinate project activities for the development of the encyclopedia; 2) research, determine, and establish external partnerships to create content for the encyclopedia and to disseminate its contents; 3) as the recognized MNopedia expert, determine, develop, and execute content strategies to produce a regular flow of new entries tied to the MNHS strategic plan and MNopedia goals; 4) direct work of Program Associate and Editorial Assistant; 5) collaborate with other MNHS departments to provide content and to improve the delivery of MNopedia; and 6) participate in MNHS committees and task forces to represent the encyclopedia and MNHS Press and to increase knowledge of digital and publishing procedures, and historical methods, trends and theories.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree plus six years program experience or equivalent OR an advanced degree plus five years program experience or equivalent.
- Knowledge of standards and procedures employed by humanities scholars equal to that usually gained by a four-year course of study in an appropriate field, preferably English, history, anthropology, or journalism.
- Knowledge of American and Minnesota history, supplemented by continuing reading and study, sufficient to judge the quality of content, communicate orally and in writing with professional historians and other scholars, and advise authors in the development of manuscripts.
- Knowledge of technology and technology practices sufficient to collaborate in the development of an online encyclopedia according to current standards, specifications and opportunities, as well as to keep abreast of changing technologies.
- Knowledge of editorial procedures necessary for meeting highest standards of scholarly publishing.
- Demonstrated ability to write clearly and concisely in order to write grant applications, generate promotional copy, and communicate effectively with authors, colleagues, and other publishers.
- Demonstrated ability to organize own time well, coordinate multiple projects, and plan schedules in order to meet deadlines.
- Demonstrated ability to direct others on assigned projects.

DESIRABLE QUALIFICATIONS:

- Master of Arts or above in history or a related field, such as English, anthropology, or journalism.
- Experience working on or supervising a complex program delivering online educational content to the general public.
- Knowledge of MNHS collections, reference materials, and databases.
- Experience with successful grant writing.
- Demonstrated ability to follow budgets and account for MUNIS transactions.
- Demonstrated ability to use social media responsibly and effectively.
- Knowledge of MNHS policies and procedures related to work of the MNHS Press.

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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