

JOB TITLE:	#1176 Project Specialist
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:	Production Manager
POSTING DATE:	January 9, 2015
DEADLINE DATE:	Applications must be received by February 13, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Project Specialist to coordinate exhibition development, design and production necessary to ensure the successful, on time, within budget completion of Exhibit department projects. The Project Specialist also proactively facilitates open communication and collaboration within exhibit teams, between exhibit teams and MNHS staff and stakeholders beyond the team structure and with outside vendors/contractors.

RESPONSIBILITIES: 1) plan and manage exhibit development and implementation support to optimize productivity and operating costs; 2) provide project management for assigned projects; and 3) provide financial management for assigned projects.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business administration, operations management or project management in an education and/or artistic environment plus five years progressive production planning/scheduling experience or equivalent OR an advanced degree plus three years program experience or equivalent.
- Strong attention to accuracy and detail skills.
- Skills and knowledge of computer database, spreadsheets, and word processing software.
- Strong interpersonal and communication skills, includes both written and verbal.
- Strong skills in leading, planning, coordinating, and monitoring the work of project teams.
- Willingness to delegate and allow others to contribute and make decisions.
- Ability to adjust to or compensate for unanticipated or unscheduled circumstances.

DESIRABLE QUALIFICATIONS:

- Ability to compile and synthesize verbal, written and visual information into production strategies and work plans.
- Ability to write clear and accurate specifications.
- Strong research skills in sourcing and selecting materials, supplies and contractors.
- Proven experience creating bid documents and managing bid process.
- Ability to evaluate vendors' proposals and workmanship.
- Proven experience coordinating production with contractors.
- Knowledge of and use of MUNIS financial database.
- Knowledge of MNHS 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
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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 -