

<b>JOB TITLE:</b>	#1219 Program Specialist, Digital Learning
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
<b>SALARY:</b>	\$3,660.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, project (2,088 annual hours) position working through June 30, 2017. Renewal dependent upon funding and program need.
<b>CLASSIFICATION:</b>	11L Professional
<b>HIRING MANAGER:</b>	Digital Learning & Assessment Manager
<b>POSTING DATE:</b>	August 14, 2015
<b>DEADLINE DATE:</b>	Application materials must be received by August 28, 2015.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Program Specialist, Digital Learning to manage the recently awarded National Endowment for Humanities grant to extend *Play the Past* into the Minnesota History Center’s Minnesota Greatest Generation exhibit. *Play the Past* is an award-winning new model for school field trips that uses mobile and web technologies to capitalize on the natural behaviors and learning styles of 21st Century Learners and promote the development of 21st century skills. *Play the Past* provides 4th - 6th grade students with an iPod-based game used within the exhibit, and then connects the field trip back to the classroom via a secure, online website with access to students’ “digital backpacks.”

**RESPONSIBILITIES:** 1) plan, develop, and implement educational experiences, products and programs that leverage digital platforms to achieve learning outcomes for diverse audiences; 2) develop strategies to engage diverse audiences and achieve learning outcomes through the integration of digital tools with MNHS programs and learning environments; 3) build staff capacity in the use of digital learning tools through leadership, training and technology support activities; 4) coordinate evaluation and documentation efforts for assigned projects; 5) provide lead work direction and training to staff, volunteers and interns; and 6) support institutional sustainability and stewardship through process improvement, business planning, and fundraising activities.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree plus five years program experience in planning, developing, and implementing education or technology programs OR an advanced degree plus three years program experience or equivalent.
- Three years experience developing technology programs using digital platforms, e.g. mobile, web, IVC, etc.
- Demonstrated ability to plan, organize and manage projects, including resource allocation, budgeting, and scheduling.
- Experience with technology development processes, including prototyping and user testing.
- Experience with games, game mechanics, and game production.
- Demonstrated ability to work effectively with people from diverse backgrounds in a team environment.
- Excellent written and oral communication skills.
- Demonstrated ability to manage multiple projects simultaneously.
- Demonstrated commitment to diversity and inclusion in program development, implementation and operations.
- Demonstrated ability to learn and master new technology platforms.

**DESIRABLE QUALIFICATIONS:**

- Advanced degree in education, educational technology, museum studies or related field.
- Knowledge of current practices in K-12 education.
- Knowledge of best practices for learning in informal learning environments.
- Knowledge of technology behaviors and preferences across diverse audience segments, including “digital natives,” young adults and lifelong learners.
- Knowledge of current practices and issues in museum education and exhibition development.
- Strong knowledge of Minnesota and U.S. history.
- Knowledge of visitor studies research and evaluation techniques.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://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:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 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 -**