

JOB TITLE:	#1224 Head of Reference
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard, St. Paul, MN 55102-1906
SALARY:	\$5,297.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	23K Supervisory
HIRING MANAGER:	Director, Library & Collections
POSTING DATE:	September 4, 2015
DEADLINE DATE:	Application materials must be received by October 3, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for the Head of Reference position to lead the Society's efforts to make the collections of the Minnesota Historical Society available to the public and advances the use of library resources to support Society programs and activities.

RESPONSIBILITIES: 1) provide leadership in making the Society's collections available to a wide range of constituencies; 2) manage the operations of the Reference Department; 3) manage the administration of the department; 4) manage the department's staff; and 5) participate in local, regional, and national professional conferences and meetings and other professional activities to acquire knowledge and skills which will enhance the operations of the Society's reference activities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus eight years program experience or equivalent OR an advanced degree plus six years program experience or equivalent.
- A minimum of five to seven years of managerial experience, including fiscal and operational administration.
- Extensive knowledge of historical documentary resources and the constituencies who use them.
- Skills in human relations, personal management, interpersonal communication, tact, and diplomacy.
- Demonstrated entrepreneurial leadership.
- Experience in writing grants.

DESIRABLE QUALIFICATIONS:

- Masters degree in history, library science, archival administration, anthropology, museum studies or related field.

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:

<p>Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906</p>	<p>Attn: [Fill in Job Title] Email: humanresources@mnhs.org</p>	<p>Attn: [Fill in Job Title] Fax: 651-297-3343</p>
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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 -