

JOB TITLE:	#1228 Program Development Assistant
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$3,091.00 monthly minimum
STATUS & HOURS:	Full-time, project (2,088 annual hours) position working through June 30, 2016. Renewal dependent upon funding and program need.
CLASSIFICATION:	05L Professional
HIRING MANAGER:	Manager of Programs
POSTING DATE:	October 1, 2015
DEADLINE DATE:	Application materials must be received by October 15, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for Program Development Assistant to serve as part of a team that oversees the interpretive research, planning, and development for programs at historic sites across the state.

RESPONSIBILITIES: 1) provide professional assistance for the division's program development process within site, divisional, and institutional frameworks; 2) develop and implement assigned programs for diverse audiences and learning styles at historic sites across the state; 3) establish and maintain relationships with professional and cultural organizations and academic institutions in order to coordinate and promote program development, informal learning at cultural sites and collaborative programs; and 4) provide guidance, oversight and feedback to interns and volunteers involved in program development.

MINIMUM QUALIFICATIONS:

- High school diploma plus two years experience or formalized training in a professional discipline related to history, museum studies, education or a related field or equivalent OR an advanced degree plus one year of program experience or equivalent.
- Two years of experience in planning, developing, and implementing historical interpretive programs using education goals and objectives.
- Knowledge of Minnesota Education Standards.
- Knowledge of a wide variety of interpretive techniques used at historical sites, museums, and living history programs.
- Knowledge of visitor learning styles and accessibility issues.
- Experience with applying visitor studies research to program development
- Demonstrated ability to plan and conduct historical research.
- Highly developed interpersonal skills, including ability to serve on teams and communicate effectively both verbally and in writing.
- Experience creating networks and connections among a widely dispersed staff and within local communities.
- Experience using information technology to improve communication and work processes.
- Must have valid driver's license and be willing to travel to multiple locations.

DESIRABLE QUALIFICATIONS:

- Highly developed project management skills.
- Experience with developing STEM based programs.
- Business/entrepreneurial experience, and/or knowledge of how to grow earned income.

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 -

