JOB TITLE:	#1231 Program Associate, Digital
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	$19.58 hourly minimum
STATUS & HOURS:	Full-time, project (1,560 annual hours) position working through June 30, 2016. Renewal dependent upon funding and program need.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Head of K-12 Programs & Services
POSTING DATE:	October 6, 2015
DEADLINE DATE:	Application materials must be received by October 20, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Digital to support development of digital curriculum, web updates/development for external and internal audiences (Google sites), and design for both digital and print platforms.

RESPONSIBILITIES: 1) design, develop, and update curriculum delivered on digital platforms; 2) develop and update web pages and systems; 3) complete design for print projects and support print production; and 4) collaborate and communicate with internal partners.

MINIMUM QUALIFICATIONS:
- Bachelor's degree in design, web development, or related field plus three years design/development experience or equivalent or advanced degree plus two years design experience or equivalent.
- Strong working knowledge of the Adobe Creative Suite, specifically Dreamweaver, InDesign and Illustrator.
- Results-oriented, with a demonstrated ability to work both independently and within a team environment.
- Demonstrated knowledge of web development languages, including html, HTML5, CSS, PHP.
- Experience with the Google suite, including Docs and Sheets.
- Working knowledge of building for mobile devices.
- Ability to learn and adhere to the MNHS Education Brand and MNHS Brand.
- Proven experience with graphic design for both print and digital products.
- Demonstrated aptitude for problem solving.

DESIRABLE QUALIFICATIONS:
- Skills in backend Drupal development, including building Views, Blocks, Content Types.
- Experience building apps for Apple and Android platforms.
- Knowledge of building with Google Sites.
- Familiarity with Adobe's Digital Publishing Suite workflows and interactive elements.
- General knowledge of building digital and interactive products.

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**

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 -