

<b>JOB TITLE:</b>	#1257 Site Manager III, Ramsey & Hill House
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Alexander Ramsey House, 265 South Exchange Street, St. Paul, MN 55102 James J. Hill House, 240 Summit Avenue, St. Paul, MN 55102
<b>SALARY:</b>	\$4,919.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, regular (2,088 annual hours) position.
<b>CLASSIFICATION:</b>	21K Supervisory
<b>HIRING MANAGER:</b>	Manager of Programs
<b>POSTING DATE:</b>	January 29, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by February 20, 2016.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Site Manager III, Ramsey & Hill House to provide overall management and professional administration of the Alexander Ramsey House and James J. Hill House.

**RESPONSIBILITIES:** 1) develop and implement site public education programs so that visiting public is educated and engaged in the learning process and current scholarship is maintained; 2) select, coordinate and manage human resources so that staff are properly trained and adequately supervised; 3) oversee and coordinate the preservation and maintenance of all site structures and grounds to maintain structural integrity and to ensure maximum visitor and staff safety; 4) secure, budget, disburse and monitor state and non-state fiscal resources so that the site operates effectively, efficiently and according to Society policies and procedures; 5) manage and coordinate site operations so that institutional and division goals and objectives are fulfilled in accordance with institutional and professional standards; 6) oversee and manage sites' collections so that they are handled and cared for according to professional standards; 7) participate in the Society's marketing and communications program so that each site is effectively publicized, promoted and marketed; develop relationships with surrounding communities and constituencies to promote the site's interests; and 8) represent the Society with the Board of Governors; coordinate meetings and prepare minutes, define and plan projects, and oversee Furness endowment.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in historical administration, history museum studies, history or a related field plus eight years program experience in historic site or history museum management or equivalent OR an advanced degree plus six years program experience or equivalent.
- Knowledge of Minnesota history and specific knowledge of nineteenth-century U.S. social and cultural history.
- Demonstrated knowledge of preservation, maintenance and security methods for contemporary and historical structures, grounds and landscapes.
- Basic knowledge of curatorial practices as they apply to both two- and three-dimensional objects.
- Skills in human resources and personnel management related to hiring, training, coaching, and appraising performance.
- Knowledge of and ability in historical interpretation methodology and techniques sufficient to develop and implement interpretive programs.
- Knowledge of or experience in management, including budget and personnel management, short-and long-range planning, office procedures, bookkeeping principles, and retail sales operation.

**DESIRABLE QUALIFICATIONS:**

- Master of Arts in historical administration, history museum studies, history, or a related field.

**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 -**