

<b>JOB TITLE:</b>	#1258 Visitor Services Assistant II
<b>OPEN TO:</b>	<b>This job is open only to current employees of the Minnesota Historical Society.</b>
<b>LOCATION:</b>	Historic Fort Snelling, 200 Tower Avenue, St. Paul, MN 55111
<b>SALARY:</b>	\$14.53 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (624 annual hours) position.
<b>CLASSIFICATION:</b>	58L Service
<b>HIRING MANAGER:</b>	Site Manager III, Historic Fort Snelling
<b>POSTING DATE:</b>	<b>February 10, 2016 - This position is being reposted to all current Minnesota Historical Society employees.</b>
<b>DEADLINE DATE:</b>	<b>Application materials must be received by February 18, 2016.</b>
<b>SUPPLEMENTAL</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Visitor Services Assistant II to sell admission tickets at the Historic Fort Snelling Visitor Center, serve visitors in the sales area, sell memberships to the Minnesota Historical Society, operate audio-visual equipment, provide customer service to a wide array of visitors and during the absence of the Visitor Services Supervisor oversee the admission and sales areas, and complete a variety of reports.

**RESPONSIBILITIES:** 1) assists the Visitor Services Supervisor with all operations of the admission and sales areas at the Historic Fort Snelling Visitor Center; 2) perform admission, cash register, visitor processing, audio-visual, inventory, and display tasks; 3) greet and converse with all visitors; 4) study site-related historical materials to be aware of history of site and to be knowledgeable about the interpretation program; and 5) provide maintenance and security in the work areas.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Satisfactory performance as a Visitor Services Assistant I.
- Ability to operate an electronic cash register.
- Ability to operate audio-visual equipment.
- Strong interpersonal and oral communication skills.
- Ability to perform simple mathematical problems, i.e., addition, subtraction, counting, etc.
- Ability to complete record keeping and a variety of reports.
- Ability and motivation to study historical reference materials and complete training program and examination to apply learned information in conversation with visitors.
- Ability to learn scheduling, ticketing, and retail software
- Ability to work a varied schedule including weekends and holidays.

**DESIRABLE QUALIFICATIONS:**

- Previous experience mentoring, coaching, training and providing work direction.
- Knowledge of Historic Fort Snelling programs and services.

**TO APPLY:** Submit a letter of interest and resume via email to Thomas Pfannenstiel, [thomas.pfannenstiel@mnhs.org](mailto:thomas.pfannenstiel@mnhs.org), #1258 Visitor Services Assistant II position, Historic Fort Snelling, 200 Tower Avenue, St. Paul, MN 55111. Letter of interest and resume must be received by the application deadline date in order to be considered. EEO

**Applications will be acknowledged  
- No phone calls please -**