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| JOB TITLE: | #1284 Program Assistant, Visitor Services |
| OPEN TO: | This job is open to all applicants. |
| LOCATION: | Mill City Museum, 704 South Second Street, Minneapolis, MN 55401 |
| SALARY: | \$3,091.00 monthly minimum |
| STATUS & HOURS: | Full-time, regular (2,088 annual hours) position. |
| CLASSIFICATION: | 05L Professional |
| HIRING MANAGER: | Visitor Services Manager II |
| POSTING DATE: | April 22, 2016 |
| DEADLINE DATE: | Application materials must be received by May 6, 2016. |
| SUPPLEMENTAL FORMS: | Not required for this position. |

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Assistant, Visitor Services to provide support for the Visitor Services Manager II, manage the day to day operations of the admissions and facility rental programs, provide work direction and guidance for assigned staff, and function as the evening and weekend backup for the Mill City Museum visitor services team.

RESPONSIBILITIES: 1) manage daily operation of Mill City Museum's admission program in coordination with Visitor Services Manager II; 2) assist with delivering and managing the Facility Rental program; 3) facilitate conference room rentals; 4) perform other duties related to the administration of Mill City Museum; 5) provide coordination, oversight and lead work direction for public programs; 6) provide administrative support to the Visitor Services Manager II and Program Associate, Store Operations; and 7) other duties.

MINIMUM QUALIFICATIONS:

- High school diploma plus two years of experience or formalized training within a professional discipline OR bachelor's degree plus one year program experience or equivalent.
- Experience with ticketing and POS software.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to manage multiple assignments simultaneously.
- Must be able to work nonstandard hours including evenings and weekends.
- Demonstrated ability to communicate clearly.
- Demonstrated ability to communicate verbally and in writing with diverse staff and public in a positive, friendly and professional manner.

DESIRABLE QUALIFICATIONS:

- Experience with financial and admission reporting.
- Strong personal computer skills including intermediate or higher skill level with Microsoft Office software.
- Demonstrated ability to work as a member of a team while independently carrying out institutional objectives.

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:|

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| 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 -