

JOB TITLE:	#1291 Exhibit Developer I, Special Projects
OPEN TO:	This job is open only to current employees of the Minnesota Historical Society.
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 with an expected end date of June 30, 2017. Renewal dependent upon funding and program need.
CLASSIFICATION:	05L Professional
HIRING MANAGER:	Senior Exhibit Developer
POSTING DATE:	May 26, 2016
DEADLINE DATE:	Application materials must be received by June 2, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Exhibit Developer I, Special Projects to provide research support in the exhibit development process.

RESPONSIBILITIES: 1) conduct wide-ranging research related to the development of topics, themes, and components of exhibits and related interpretive projects; 2) manage, organize, and track a wide variety of information generated in the exhibit development process; 3) facilitate effective collaboration among team members (which may include community collaborators and Historic Sites staff as well as exhibit personnel), by building a shared vision of the exhibit; 4) participate in the creation of overarching interpretive framework that defines, structures, and animates all subsequent development within an exhibit project; 5) support creation of a variety of high-quality written products that communicate exhibit content to general and specific audiences in clear and engaging ways; 6) serve as spokesperson as needed for the exhibit and the exhibit team to MNHS groups and public audiences; and 7) serve Exhibit Developers Unit, History Center Museum department, and MNHS as an active engaged professional in the history museum field.

MINIMUM QUALIFICATIONS:

- High school diploma plus two years experience or formalized training within a professional discipline OR bachelor's degree plus one year program experience or equivalent.
- Ability to conduct historical research using primary materials.
- Ability to solve minor problems using program discipline concepts/strategies.
- Ability to communicate clearly orally and in writing.
- Ability to work effectively independently and in team situations.

DESIRABLE QUALIFICATIONS:

- Experience conducting research in MNHS Library and/or MNHS collections.
- Working knowledge of Minnesota and U.S. history, particularly related to the a) World War I era, and b) Fort Snelling.
- Experience in writing for general audiences.

TO APPLY: Submit a letter of interest and resume via email to humanresources@mnhs.org or #1291 Exhibit Developer I, Special Projects position, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906. 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 -**