

JOB TITLE:	#1343 Sales Manager
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.
SALARY:	\$3,769.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	11L Professional
HIRING MANAGER:	Sales & Marketing Manager
POSTING DATE:	December 23, 2016
DEADLINE DATE:	The application deadline date for this position has been extended to January 24, 2017.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Sales Manager to manage the sales program at MNHS Press by promoting the sale of MNHS Press books in both the academic and trade markets; managing exhibits at trade shows and conferences; and providing detailed sales analysis.

SUMMARY OF WORK: 1) oversee all MNHS Press trade sales; 2) maintain and update various press databases and title file information databases and feeds; 3) manage exhibits at trade shows and conferences; and 4) analyze and forecast sales.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus five years program experience or equivalent OR an advanced degree plus three year program experience or equivalent.
- Demonstrated successful sales or retail experience.
- Experience with audience identification, pricing, sales forecasting, and sales analysis.
- Knowledge of current publishing industry practices and trends.
- Demonstrated ability to plan programs, set and meet deadlines; and work within a budget.
- Demonstrated ability to communicate orally, including sales presentations, and in writing, including printed pieces and online content.
- Demonstrated ability to manage a large number of diverse tasks.
- Facility with social media.
- Facility with data and databases.
- Proficient with Microsoft Office programs.

DESIRABLE QUALIFICATIONS:

- Experience with scholarly and general interest business-to-business and direct-to-consumer book and e-book sales.
- Knowledge of marketing scholarly and general interest publications of regional and national scope.
- Working knowledge of InDesign and Photoshop.
- Working knowledge of Access or Filemaker.
- Copywriting experience.
- Experience with personnel management, including experience providing work direction to volunteers and interns.
- Experience selling to national accounts.

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
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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 -