

- JOB TITLE:** Program Associate, Public Programs
- LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102
- COMPENSATION:** \$50,356.80 annual minimum
- STATUS & HOURS:** Full-time, regular (approximately 2,080 annual hours) position.
- BENEFITS:** Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.
- DESIGNATION:** Bargaining Unit AFSCME Local 3173
- POSTING DATE:** May 2, 2024
- DEADLINE DATE:** May 23, 2024
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.
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DESCRIPTION: The purpose of this position is to research, develop, implement/deliver, and evaluate public programs, hosted events, and products for various audiences, including general museum visitors, families, and community groups; to purchase and prepare materials for use in public programs; and to train interpretive staff and volunteers to deliver programs as needed.

SUMMARY OF WORK: 1) Plan and implement public programs for family, adult, community and other specialized audiences, including research, format selection, scheduling, publicity, delivery and evaluation; 2) Perform administrative tasks related to the implementation of public programs at the History Center; 3) Develop and maintain collaborative relationships with external partners, including schools, affinity groups, cultural organizations, and communities as assigned; and 4) Facilitate hosted events.

MINIMUM QUALIFICATIONS:

- BA plus three years experience working in education, program delivery, or program development, or equivalent OR advanced degree plus two years experience working in education, program delivery, or program development or curriculum development, or equivalent.
- Effective communication skills, including ability to write clearly and concisely and effective oral communication with individuals and groups.
- Demonstrated ability to work effectively with diverse groups and individuals.
- Demonstrated ability to work independently and take individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Computer skills necessary to develop quality materials and activities.
- Demonstrated ability to think imaginatively and problem solve.
- Demonstrated positive customer service skills.
- Ability to work a variety of shifts including evenings and weekends as needed.
- Ability to lift up to 20 pounds.

DESIRED QUALIFICATIONS:

- Three years previous experience developing interpretive programs for school and museum audiences.
 - Three years previous experience delivering interpretive programs to diverse audiences.
 - Familiarity with Minnesota Historical Society interpretive programs, including public programs and/or exhibits.
 - Previous experience creating training materials and/or conducting training for interpreters or volunteers.
 - General knowledge of Minnesota and United States history.
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Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.