

JOB TITLE:	#1337 Program Supervisor, Mille Lacs Indian Museum
OPEN TO:	This job is open to all applicants.
LOCATION:	Mille Lacs Indian Museum & Trading Post, 43411 Oodena Drive, Onamia, MN 56359
SALARY:	\$20.17 hourly minimum
STATUS & HOURS:	Full-time, regular (1,560 annual hours) position. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	12K Supervisory
HIRING MANAGER:	Site Manager II, Mille Lacs Indian Museum
POSTING DATE:	November 4, 2016
DEADLINE DATE:	Application materials must be received by November 28, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Supervisor to provide interpretive program development, delivery and management at the Mille Lacs Indian Museum & Trading Post. This position hires, trains, supervises and evaluates interpretive staff and, as required, maintenance and sales assistant staff. The interpretive program includes, but is not limited to, on-site, outreach, after hours and special event programming.

SUMMARY OF WORK: 1) collaborate with Site Manager to develop content, implement and assure quality delivery and manage the fiscal needs for all public programming; 2) coordinate and conduct the hiring, training, scheduling, and performance of interpretive staff, volunteers and interns within the scope of site mission, values, and budget and with the approval of the Site Manager; 3) promote and market public programming; and 4) provide for the safe and secure daily operations of the site.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus three years of program experience or equivalent OR advanced degree plus two years of program experience or equivalent.
- Knowledge and ability to create educational programs and curricula.
- Knowledge and ability to monitor and evaluate educational programs.
- Knowledge and skill to convey management techniques including: mentoring, coaching, and disciplining employees to encourage their professionalism and interpretive abilities.
- Demonstrated ability to use computer software to produce budgets, schedules, reports and presentations.
- Demonstrated ability to communicate effectively, conveying historical and abstract ideas to a variety of learning types and in multiple settings.
- Ability to multi-task in a dynamic and demanding environment.
- Ability to work with others, including Minnesota and National American Indian Nations and organizations as well as the public in a professional and courteous manner.
- Ability to deliver the educational program of the site.
- Ability to perform moderate physical labor.

DESIRABLE QUALIFICATIONS:

- Knowledge of Minnesota history and Minnesota and National American Indian history.
- Knowledge of Mille Lacs Band Reservation and the history of the area and surrounding communities.
- Knowledge of American Indian cultural resources.
- Knowledge of American Indian arts and crafts.

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] Mille Lacs Indian Museum & Trading Post 43411 Oodena Drive Onamia, MN 56359	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 -