

JOB TITLE:	#1168 Preservation Specialist, Heritage Programs
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,660.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	11L Professional
HIRING MANAGER:	Director, Historic Preservation, Field Services & Grants
POSTING DATE:	December 1, 2014
DEADLINE DATE:	First consideration will be given to application materials received by December 23, 2014. Position will remain open until filled.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Preservation Specialist, Heritage Programs to promote the growth in the capacity of the Society's many statewide partners that preserve the built environment, documenting Minnesota history and ensuring successful evaluation, nomination, and preservation of historic places through the Minnesota Historical Society's grants programs. An important component is outreach, which is accomplished through listening carefully to concerns and then coaching potential grant applicants and others by providing appropriate technical assistance, through nurturing networks among those considering similar projects, and by advising partners on appropriate sources of funding to accomplish necessary work.

RESPONSIBILITIES: 1) provide professional support to the Grants Office through consulting on, reviewing, evaluating, responding to, mentoring, coaching, awarding, reporting on, and monitoring historic preservation grant projects, including those seeking funding from the Arts & Cultural Heritage Fund; 2) develop and conduct public education and outreach activities to increase public awareness of the value of historic resources and the means for their preservation and interpretation; and 3) manage the monitoring of covenants, preservation easements, and letters of agreement for grant-assisted projects, including those funded through the Minnesota Historical and Cultural Heritage Grants Program funded by the Arts & Cultural Heritage Fund.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in history, architectural history, historic preservation, or a closely related field plus five years program experience or equivalent or an advanced degree plus three years program experience or equivalent.
- Must meet the Secretary of the Interior's Professional Qualifications Standards in History or Architectural History:

History - The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Architectural History - The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- At least two years of full time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

- Must meet the National Association for Interpretation’s qualifications for certification as a Certified Interpretive Planner or Certified Interpretive Trainer:

Certified Interpretive Planner - The Certified Interpretive Planner must demonstrate a basic knowledge of history of the interpretive profession; principles of interpretation; current literature in the interpretive field; marketing, management, and maintenance of interpretive programs and facilities; and, demonstrate the following skills and abilities: meeting facilitation, cost estimating, business and strategic planning, assessment of natural, cultural, and operational resources, development of thematic guidelines, writing measurable objectives, formative and summative evaluation, development of media guidelines and descriptions, market analysis.

Certified Interpretive Trainer - The Certified Interpretive Trainer must demonstrate a basic knowledge of history of the interpretive profession; principles of interpretation; current literature in the interpretive field; training opportunities available in the interpretive field; and, demonstrate the following skills and abilities: facilitation of training sessions, evaluation and coaching, writing measurable objectives, planning and administration of training sessions.

- Demonstrated ability to organize and prioritize projects according to deadlines; complete complex projects independently; and work under time constraints.
- Strong customer service experience, with solid communication skills (written, verbal, and presentation).
- Demonstrated ability to communicate and collaborate across diverse disciplines, backgrounds, education, and interests.
- Basic knowledge of American and Minnesota history.
- Valid driver’s license, willingness to travel, and ability to work multiple overnights, evenings and occasionally weekends.

DESIRABLE QUALIFICATIONS:

- Advanced degree in history, historic preservation, or closely related field.
- A degree, minor, or training in business, public or nonprofit management, or a related field.
- Direct experience in grantmaking (i.e., the review and awarding of grants), including knowledge in public funding, philanthropy and the nonprofit, education, and government sectors.
- Familiarity and experience with federal historic preservation programs, including a thorough understanding of the Secretary of the Interior’s Standards for Archeology and Historic Preservation.
- Thorough understanding of and direct experience with all aspects of heritage tourism and interpretive programs projects.
- Certified by the National Association for Interpretation as a Certified Interpretive Planner or Certified Interpretive Trainer.
- Experience coordinating professional meetings.

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
--	--	--

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.

Applications will be acknowledged

- No phone calls please -

EEO