

MANAGER – ELY-WINTON HISTORICAL SOCIETY

Kind of Work: Overall administration of the operations of the Society.

Distinguishing Features of Work: Manages the day-to-day operation of the Ely-Winton Historical Society (EWHS). Duties include the supervision of one part-time staff in the office and to keep the Museum open to the public, as directed by the Board; responding to oral and written communications received by the Society; producing and mailing a quarterly newsletter and/or letter annually to all members; overseeing the Society's artifacts, displays, videos, books, and festivals; managing research, working with Bookkeeper to review the monetary status of the Society; and working with Office Technician(s) (work study students from Minnesota North College). The Manager is supervised by the Board of Directors and works closely with the Executive Board of the Society.

Illustrative Examples of Work:

- Managing the organization (including supervisory capabilities, financial oversight, prepping for Board meetings, etc.)
- Managing the accession of Museum artifacts and research materials.
- Managing high priority special projects.
- Leading fundraising efforts.
- Revitalizing the EWHS image in the community.
- Implementing projects approved by the Board.
- Providing reports, analyses, plans and information as may be requested by the Board.
- Serving as liaison with St. Louis County Historical Society and its affiliates.
- Preparing annual report covering all aspects of operations and status of the Society.
- Acting as an ex-officio member of each Society committee.
- Researching requests for information from the public, officials and the Board.

Requirements of Work:

- Considerable working knowledge of museum operations and administration.
- Working knowledge of computer information systems and Museum equipment.
- Working knowledge of laws and regulations affecting Society and Museum matters.
- Ability to oversee museum and artifact inventory records.
- Ability to effectively apply Society policies and procedures.
- Ability to be tactful and adept in dealing with a variety of public behaviors.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with Board members, visitors, co-workers, Minnesota North staff, other local non-profit groups and public agencies.

Minimum Qualifications for Work:

High school graduation or its equivalent. Must possess and maintain a valid driver's license.

Note: It is advisable that an employee in this classification should have at least six months of supervisory experience, plus proficiency in the operation of personal computer-based systems, word processing software, and website maintenance.

Hours, Pay Range, Benefits: This is a part-time role with up to 20 hours per week expected. The pay range is \$15-\$18/hourly (dependent on qualifications) and per the Minnesota Sick and Safe Leave policy,

employees will receive 1 hour of paid leave for every 30 hours worked. There are no other benefits offered.

To apply: Please email a cover letter - indicating your interest in and motivations for this role - and a resume to ewhs.information@gmail.com. Qualified applicants will be invited for a brief phone screening and those selected to continue through to an in-person interview will be notified. Questions may be directed to the email above. No phone calls please.

This job is open until filled, however, preference is given to those submitting their cover letter and resume by close of business on Monday, February 12, 2024.