

- JOB TITLE:** Program Supervisor, Mille Lacs Indian Museum & Trading Post
- LOCATION:** Mille Lacs Indian Museum, 43411 Oodena Drive, Onamia MN 56359  
Mille Lacs Trading Post, 43411 Oodena Drive, Onamia MN 56359
- COMPENSATION:** Typical starting range \$55,920.00 - 69,900.00 annually
- 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:** Supervisory
- POSTING DATE:** February 4, 2025
- DEADLINE DATE:** Open Until Filled
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.
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**DESCRIPTION:** This position exists to provide direct supervision for site staff and volunteers, develop site public programming, coordinate the daily operations, and participate in community outreach.

**SUMMARY OF WORK:** 1) Provide direct supervision of staff and support for interpretive program delivery and retail operations; 2) Develop and implement a wide variety of public programs, in various formats, that engage audiences of diverse ages, backgrounds, interests and learning styles; 3) Support daily administrative operations of the Museum and Trading Post; 4) Participate in community outreach and partnership development; 5) Assist Site Manager with the development of annual and long-range planning; and 6) Represent the Mille Lacs Indian Museum and Trading Post in the absence of or in lieu of the Site Manager.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree or equivalent experience.
- Experience supervising staff, including mentoring, performance management, hiring, and scheduling.
- Experience creating, evaluating, and updating education curriculum and programming.
- Ability and willingness to travel.
- Valid driver's license.
- Stand for extended periods of time and walk up to 5 miles a day in heat, cold, rain, and snow.
- Ability to perform moderate physical labor in order to keep the site clean and safe.
- Ability to work a flexible schedule, including weekends and evenings.

**DEMONSTRATED SKILLS IN AND KNOWLEDGE OF:**

- Delivering educational program content to diverse audiences.
- Thinking imaginatively and problem solving.

- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Working effectively in a multicultural setting and a deep commitment to supporting and promoting diversity.
- Communicating clearly and accurately both orally and in writing.
- Recognizing and respecting confidential information.
- Administering and monitoring budgets.
- Computer skills and technical proficiency.
- Native American history and culture.

**DESIRED QUALIFICATIONS:**

- 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.
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Should you have questions with the application process, email [humanresources@mnhs.org](mailto: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.*