



**106GROUP**

## Interpretive Planner

Location: St. Paul, Minnesota (Hybrid)

### Position Description

106 Group is excited to welcome a full-time Interpretive Planner to join our St. Paul team. This position offers the opportunity to contribute to meaningful projects while building your skills in a supportive, collaborative environment. You'll be part of a creative, cross-disciplinary team within a flexible, innovative workplace. We are a hybrid workplace providing our staff the flexibility to work from home or in our office depending on position, meetings, events, and assigned projects. To learn more about 106 Group and the work that we do, please visit our website [106Group.com](http://106Group.com).

At our national consulting firm, you'll work on projects for a range of clients across the country and collaborate with diverse partners, including non-profit organizations; tribal and community advisors; and federal, state, county, and tribal government agencies. As an Interpretive Planner, you'll work in partnership with colleagues and client teams to envision, structure, and describe visitor experiences that support organizational goals while telling place-based stories about cultural and natural heritage sites. You'll create content for planning and exhibit design documents and write interpretive text for wayside signs and other exhibits. Your work will include planning and facilitating meetings and workshops with clients, stakeholders, and community members, both in person and online.

In addition to interpretive planning, this position may also require taking on a support role in project management for projects in our Cultural Resources Management, Cultural Heritage Planning, or Interpretive & Exhibit Design sectors. This role includes providing administrative or logistical support for a project in areas such as managing schedules and resources, identifying risks, and communicating with clients and/or stakeholders.

In this position, you'll contribute to multiple projects at a time. Project teams might include graphic designers, exhibit designers, historians, archaeologists, artists, media developers, fabricators, and product vendors. Travel is required, both in and out of state (averaging 20% of the time spent on overnight travel).

### Salary

Salary range: \$55,000 - \$65,000 starting salary commensurate with skills and experience, with a competitive benefits package.



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## Responsibilities

- Contribute to the production of interpretive, visitor experience, and exhibit planning documents for client projects
- Develop content and write interpretive text across a range of historical, cultural heritage, and natural resource topics
- Plan and participate in project site visits, including on-site documentation and post-visit organization and summary
- Plan, facilitate, and document client meetings and stakeholder and community engagement workshops
- Analyze, synthesize, and summarize information from research resources as well as qualitative and quantitative engagement data
- Work collaboratively with colleagues, clients, and partners to develop a team vision and carry it through to implementation
- Manage all assigned projects in collaboration with contract managers, general management, and team managers
- Monitor tasks within a project to ensure work scope, schedule, and budget are clearly defined and maintained
- Document processes and contribute to development and refinement of services
- Support other company projects as appropriate, as needed
- Perform all other duties assigned by management
- Contribute to a company culture of teamwork, service, and excellence

## Requirements

- Bachelor's degree in history, public history, museum studies, planning, environmental education, or related field or comparable study and work experience
- Experience creating interpretive content for diverse audiences
- Comprehensive understanding of and experience writing about American history
- Ability to quickly understand and write accurately and creatively about a wide range of topics
- Ability to work independently and as part of a multi-disciplinary, collaborative team
- Exceptional communication skills, both verbally and in writing
- Excellent skills in documentation, research, analysis, and synthesis of information
- Strong organization and time management skills and attention to detail
- Ability to work simultaneously on multiple projects, prioritize tasks, and meet frequent deadlines



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- Ability to adapt, problem solve, and work well under pressure
- Proficient in Microsoft Office applications and other current technologies
- Valid driver's license and ability to reliably commute to the 106 Group offices in Saint Paul, MN and to project locations
- Perform all other duties as assigned by management

### Additional Valued Experience

- Demonstrated knowledge of project management processes and best practices of planning, execution, and evaluation
- Experience planning and developing content for indoor and/or outdoor exhibits for museums, historical/cultural sites, parks, and/or trails
- Community engagement experience, including working with historically and currently marginalized communities
- Experience planning and facilitating meetings and/or workshops, both in-person and online
- Experience working for a consulting firm, museum, historic/cultural site, nature center, or similar organization
- Experience working with spreadsheets and databases
- Proficient in languages other than English
- Knowledge of and experience with application of universal design principles
- Ability to effectively coordinate with agencies and clients

106 Group is committed to building an inclusive, diverse, equitable, and accessible workplace. If you're excited about this role but your experience doesn't match every qualification in the job description, we encourage you to apply anyway. We value a willingness to learn and are committed to supporting your professional development.

### Why 106 Group?

106 Group is a national leader in providing consulting services in cultural heritage planning, cultural resource management, interpretation, and exhibit design. Our organization is powered by extraordinary people who are passionate about our work. We offer a professional and friendly working environment with a wide range of interesting and challenging projects.

Our work in interpretive planning and exhibit design helps people connect with and care for places of historical, cultural, and natural significance. We often collaborate with partners and advisors from Indigenous, African American, and other marginalized communities and we advocate for community-



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engaged planning processes. We build lasting relationships with clients and partners and our projects have won state and national awards. **Learn more about us at [106Group.com](http://106Group.com)**

Please complete our web [application](#) and submit it with an attached PDF of your resume, interpretive writing samples (2 pages max), and a cover letter highlighting your skills.

106 Group is an Equal Opportunity Employer. We celebrate diversity, promote inclusion, and welcome all applicants.