MINNESOTA HISTORICAL SOCIETY

JOB ANNOUNCEMENT

JOB TITLE: Project Manager II OR Project Manager III

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

TYPICAL STARTING PAY: $59,841.60 - $72,259.20 annually

STATUS & HOURS: Full-time, regular (approximately 2080 annual hours) position.

BENEFITS: Eligible to participate in the State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DESIGNATION: Bargaining Unit AFSCME Local 3173

POSTING DATE: November 4, 2026

DEADLINE DATE: November 18, 2026

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at **www.mnhs.org/jobs** and include a resume and cover letter by the application deadline date.

DESCRIPTION: Do you want to travel across the state to work with some of Minnesota's historic resources? Do you enjoy creative problem-solving, leading teams, and managing projects? As a Project Manager with Capital Planning & Management at MNHS, you'll guide preservation and restoration projects that protect some of Minnesota's most iconic historic buildings, landscapes, and public spaces. With every project, you'll help ensure these irreplaceable places remain welcoming, resilient, and relevant for generations to come.

The Minnesota Historical Society (MNHS) seeks applicants to plan, organize, and manage complex preservation, restoration, or rehabilitation capital projects and bond-funded asset preservation projects from planning through design to construction at properties held and/or operated by MNHS throughout the State of Minnesota.

SUMMARY OF WORK: 1) Manage or assist with managing moderate to complex capital improvement and preservation, rehabilitation, reconstruction and restoration projects in the most efficient and cost effective manner to provide appropriate care and preservation of MNHS properties; 2) Manage contracting and purchasing processes, and maintain up to date budget summaries for all assigned capital projects in strict accordance with budget limits; 3) Participate in and support planning and budgeting for long-term preservation needs of state properties; 4) Contribute to the continued development and best practices of preservation at all state historic properties; 5) Establish and promote internal communications of the MNHS historic properties preservation program among MNHS staff, volunteers, interns, and other stakeholders.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in architecture, engineering, construction, historic preservation, construction management, facility management, or a related field or equivalent experience.

- Four to six years field experience in project management.
- Proficiency in budget management and financial record-keeping.
- Familiarity with or experience applying the Secretary of the Interior Standards for Historic Preservation, Restoration, Reconstruction, and Rehabilitation to projects.
- Familiarity with the National Park Service Preservation Briefs.
- Knowledge and experience with construction trades, preservation, restoration, and repair of historic buildings, landscapes, and structures.
- Knowledge and skill in construction contract management principles and reading and interpreting construction drawings, plans, and specifications.
- Knowledge in and a familiarity with historical research methods, resources, and techniques as it relates to the preservation and restoration of historic buildings, landscapes, and structures.
- Ability to lead, manage, and motivate project teams to achieve the project's goals.
- Knowledge and skill in using project management scheduling software such as Microsoft Project, Google Smartsheet, Trello, or similar.
- Ability and willingness to travel statewide.
- Valid driver's license.

DESIRED QUALIFICATIONS:

- Graduate degree in architecture, historic preservation, or construction management with three years of experience in any of those, or a closely related field.
- Demonstrated ability in conducting and reporting Facilities Condition Assessments (FCA), using Rapid Building and Site Condition Assessment developed by the National Park Service, or any other standardized state format.
- Experience in regulatory review with the State Historic Preservation Office(s) or the National Park Service.
- Experience and ability using CAD (computer-aided design) or other mechanical or architectural design software.
- Published work relating to historic preservation standards, practice, sustainability, or adaptive reuse.
- PMP (Project Management Professional) certification or equivalent.

Should you have questions with the application process, email humanresources@mnhs.org.

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.