

Mower County Historical Society Director – Austin, MN

Open to: The job is open to all applicants

Location: Mower County Historical Society - Austin, MN

Status & Hours: Full-time hours vary according to seasonal site needs.

Salary Range: \$29,000-\$31,000

Posting Date: July 19, 2017

Closing Date: August 31, 2017

Summary of Work: Oversee operations and needs of the Mower County Historical Society. Develop and maintain a good working relationship with the Mower County Board of Commissioners and City of Austin Board of Commissioners. Research and give presentations within the community. Plan and execute tours and events. Provide daily oversight to the operations of the historical society. This position may require evening or weekend hours as needed.

MINIMUM QUALIFICATIONS

College degree in history, business management or related field

Strong oral communication skills

Demonstrated ability to listen to the public and respond to inquiries and comments

Ability to understand and carry out written and verbal instructions

Familiarity with Minnesota history in relationship to Mower County

Flexibility regarding schedule and assignments

Please submit a resume, cover letter and three (3) references by Thursday, August 31, 2017 by 4 pm to Ardis Jensen, Mower County Historical Society, 1303 5th Ave SW, Austin MN 55912. Application materials can also be submitted via email to dmjensen1@gmail.com with the subject line of "Executive Director Position". Any questions about the position can be referred to Ardis Jensen, President, via email or by calling (507) 440-3192.
