

**JOB TITLE:** #1757 Project Manager II

**OPEN TO:** This job is open to all applicants.

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

**SALARY:** \$3,912.00 monthly minimum

**STATUS & HOURS:** Full-time, regular (approximately 2,088 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.

**DEPARTMENT:** Heritage Preservation, Planning & Outreach

**CLASSIFICATION:** 08L Professional

**SUPERVISORY:** No

**HIRING MANAGER:** Manager, Capital Planning & Management

**POSTING DATE:** March 3, 2023

**DEADLINE DATE:** March 24, 2023

**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 plan, organize, and manage preservation, rehabilitation, restoration, and repair projects at the Minnesota Historical Society's (MNHS) historic properties. The position is responsible for working with MNHS Historic Sites and Capital Planning & Management to identify, plan, budget, and manage these projects at MNHS historic sites funded by non-asset preservation funding.

**SUMMARY OF WORK:** 1) Work with MNHS historic sites and Capital Planning & Management to identify, plan, budget, and manage repair projects at MNHS historic sites in the most efficient and cost effective manner to preserve MNHS historic properties; 2) Collaborate with staff to ensure planning and budgeting for long-term preservation needs of MNHS historic properties, collections, and exhibits; 3) Contribute to the continued professional development and best practices at all MNHS historic properties; and 4) Establish and promote internal communications of the MNHS Heritage Preservation, Planning, & Outreach Capital Planning & Management preservation program among MNHS staff, volunteers, interns, and other stakeholders.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in historic preservation, architecture, engineering, construction, construction management, or a related field.
- Commitment to the values of diversity, equity, accessibility, and inclusion.

- Understanding of the Secretary of the Interior's Standards for Historic Preservation, Restoration, and Rehabilitation and how to interpret and apply these standards.
- Knowledge and ability to read, understand, and explain construction documents and construction contract management principles.
- Knowledge and skill in verbal, written, and graphic communication sufficient to work with diverse groups of people.
- Strong computer skills including Microsoft Office and all aspects of Google suite.
- Strong organization and documentation skills.
- Demonstrated ability to think imaginatively and problem solve.
- Demonstrated positive customer service skills.
- Demonstrated ability to multitask, work effectively under pressure to meet deadlines, prioritize and adapt to changing priorities.
- Demonstrated ability to work independently and take individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Strong detail orientation with the ability to synthesize and organize complex information and maintain/upgrade systems and processes.

**DESIRED QUALIFICATIONS:**

- Experience in conducting and reporting facilities condition assessments. Preference to individuals familiar and having experience with using Rapid Building and Site Condition Assessment developed by the National Park Service or other standardized state format.
- Experience with AutoCAD and/or Revit.
- Familiarity with the National Park Service's Preservation Briefs.
- Knowledge in construction trades, preservation, and restoration of historic buildings.

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.*