



### **Organization Overview**

The Dakota County Historical Society was founded in 1939 in South St. Paul, Minn. by Fred Lawshe and a group of historically minded individuals. Starting immediately after forming, the organization began collecting artifacts to preserve and have on exhibit. Over the years, museum space was located in the South St. Paul High School and South St. Paul City Hall. In 1976, Dakota County began the process of building a new museum for Dakota County. The museum officially opened to the public in 1978.

Today, the organization operates three historic sites throughout Dakota County. The Lawshe Museum houses the research library and the archival and artifact collections for the organization. In 2005, DCHS entered into a partnership with the City of Hastings to operate the LeDuc Historic Estate, which includes the LeDuc house, carriage barn, Simmons Shed and Ice House. In 2015, the organization entered into a partnership with the Minnesota Historical Society to operate the Sibley Historic Site in Mendota, Minn. The site consists of the Hypolite DuPuis House, Cold Storage, Henry Hastings Sibley House and the Jean Baptiste Faribault House.

DCHS is a 501(c) (3), nonprofit and membership organization that “preserves, interprets and promotes the history of Dakota County.”

### **Position Description**

The LeDuc Site Supervisor (SS) is primarily responsible for day-to-day operations at the LeDuc Historic Estate in Hastings, Minnesota.

The SS coordinates with the Dakota County Historical Society (DCHS) Executive Director (ED), staff at the Lawshe Memorial Museum and the Sibley Historic Site, and LeDuc volunteers to develop and execute programs at the LeDuc Estate.

The SS works with the Site Coordinator (SC) to schedule tours and events, ensure scheduled staff and volunteers are at the site, creates programming including special events and school tours, assists the SC with bookkeeping for the site, and coordinates activities with the DCHS, City of Hastings, Friends of LeDuc & Historic Hastings, and other community groups. The SS assists with maintaining the gift shop on site, which may include purchasing items and running the cash register system.

This is a full-time position with variable hours throughout the year. Successful candidates must be able to work at least one day most weekends from May to October, which is the peak tour season. During non-peak tour season, the SS will be required to coordinate events, programs and tours that are on the calendar throughout the year, as well as plan for the upcoming year in coordination with the SC and ED. The SS must be prepared to work 40 hours / week.

The Dakota County Historical Society, in partnership with the City of Hastings (Hastings), operates the LeDuc Historic Estate. Many responsibilities of the Site Supervisor and activities at the site are accountable to both DCHS and Hastings.

The position reports directly to the Executive Director.

## **Minimum Qualifications**

- Bachelor's degree, or equivalent experience in museum administration or related field
- Preferred qualifications include two years in a supervisory role, with experience in an office or museum environment
- Cash management skills, with attention to detail
- Functional knowledge of computer operation, including Microsoft Office applications
- Must be organized, detailed oriented, and demonstrate a capacity for problem solving
- Must be capable of working independently at times, while also being able to work with additional staff and volunteers
- Be committed to safety and accuracy
- Have excellent communication and interpersonal skills

## **Work Experience**

- Demonstrated ability to coordinate and manage multiple, diverse projects
- Minimum of five years in a professional office or museum (preferred) environment, with at least two years in a supervisory role
- Must have experience as an effective museum / historic site educator and in developing youth and adult programming

## **Compensation**

- Classification: Full-Time, Salaried
- \$14 - \$16 / hour
- Average of 40 hours per week
- Health Benefits: Available
- Flex Time: Yes
- Unpaid Time Off: Yes

## **Hours**

- Expected to be at the site during times the site is open to the general public and special events
- Initial "open" hours are Thursday through Sunday, 10 a.m. – 5 p.m.
- Additional hours will be required for special events, activities, community meetings and private events (scheduled by the SS)
- During the "off-season," SS is expected to carry out events on the calendar and assist in planning events for the next season
- Assist as needed at other sites at the discretion of the ED

## **Duties & Responsibilities**

1. Visitor Experience Management
  - a. Assist in providing service to visitors throughout the Estate
  - b. The LeDuc Estate includes three major buildings (LeDuc House, Carriage Barn and Simmons Shed), and additional outbuildings (Ice House, Chicken Coop)
  - c. Must track attendance at the LeDuc Estate and provide monthly updates to both DCHS and Hastings
2. Personnel Management
  - a. Be the face of DCHS at the LeDuc Estate
  - b. Oversee Site Educators (tour guides) in their specific areas of operations

- c. Work with SC to schedule tour staff for regular tour hours, special events, and group tours
  - d. Work with SC to coordinate volunteer needs at the site, including (but not limited to) house hosts, chicken caregivers, gardeners, etc.
  - e. Address employee concerns and convey these to the DCHS Executive Director
  - f. Bring issues and concerns of site management to the DCHS Executive Director
  - g. Communicate policies and information from DCHS to site staff and ensure they are implemented
  - h. The ED may communicate directly with tour staff in the dissemination of information.
  - i. Train staff and volunteers on emergency procedures, both weather and / or medical, and familiarize all with the emergency “call list”
3. Special Events and Programming
- a. Work with Executive Director and others to ensure that programming supports the mission and goals of the Dakota County Historical Society.
  - b. Develop plans and budgets for special events and / or programs.
  - c. Contact and schedule appropriate speakers, re-enactors and other program participants
  - d. Work with SC to schedule staff and volunteers are scheduled for special events
  - e. Schedule caterer and plan events, as needed
  - f. Serve as primary contact for prospective and existing volunteers and ensure SC is kept updated on new volunteers to the site
4. Rental Events
- a. Develop plans and budgets for rental events
  - b. Manage all aspects of site rental process, including sales, scheduling, planning, and organizing staff schedules
  - c. Ensure appropriate records are kept and that each event is appropriately staffed
5. Community Relations
- a. Serve as primary point of contact for community members interested in LeDuc
    - i. Ensure tour staff and volunteers are trained to provide positive contacts with community members and organizations
  - b. Serve as liaison with volunteer organizations, including the Friends of LeDuc of Historic Hastings
  - c. Work with other staff to ensure publicity opportunities are pursued
  - d. Notify ED of opportunities and obstacles related to building and maintaining positive community relations
  - e. When contacted by the media, notify ED immediately for follow up
6. Financial Management
- a. Work with DCHS staff to ensure site operates within established budget parameters
  - b. Actively manage staff hours and costs to ensure efficient operation
  - c. Communicate with SC regarding needs for petty cash and to provide weekly reports of cash flow to DCHS for bank deposits
  - d. Ensure opening and closing procedures are done as needed and necessary staff / volunteers are trained on proper procedures
7. Museum Store
- a. Support staff or volunteers tasked with managing museum store operations, be able to assist with:
    - i. Maintaining vendor records.
    - ii. Tracking monthly sales information.

- iii. Monthly reporting.
  - b. Ensure tour staff are trained to:
    - i. Operate cash Square Point of Sale System
    - ii. Perform opening and closing tasks associated with Museum Store and Admissions
  - c. Determine appropriate items to be available in the museum store, working with staff to follow guidelines developed for DCHS site stores
8. Media Relations/Marketing
- a. Refer all media contacts to DCHS Executive Director
  - b. Provide to appropriate staff members and / or ED all necessary information for marketing events and activities in a timely manner
  - c. Notify ED of any positive, negative, or controversial events / media inquiries.
9. Site Maintenance & Safety
- a. Maintain records of incidents reported at the site and provide to ED immediately
  - b. Identify unsafe conditions and address if capable of doing so safely
  - c. Identify maintenance needs for the site as they occur
  - d. Communicate maintenance needs to City of Hastings personnel and ED
    - i. Work with ED to ensure City of Hastings maintains the site appropriately
  - e. Responsible for all basic custodial needs of the site
10. General
- a. Open and close the site as needed.
  - b. Identify efficiencies or possible improvements to operations of site.
  - c. Other tasks as assigned by ED.

**Classification**

Exempt (Salaried)

Full-Time (40 hours/week)

Deadline to apply is Monday, November 27, 2017. All applications must be submitted by 5 p.m. CST for consideration. If submitting by mail, it must be postmarked by November 27, 2017.

For full consideration, send a cover letter, resume and references to the Dakota County Historical Society.

To apply via email, send to ([dakotahistory@co.dakota.mn.us](mailto:dakotahistory@co.dakota.mn.us)) with “LeDuc Site Supervisor” in the subject line.

To apply via mail, send to: Dakota County Historical Society  
ATTN: Matt Carter  
130 3<sup>rd</sup> Avenue N  
South St. Paul, MN 55075