



LOWER SIOUX INDIAN COMMUNITY

JOB DESCRIPTION

Position: Historic Site Manager- Lower Sioux Agency

Department: Cansayapi Cultural Department (CCD)

Reports To: THPO, Cultural Dept. Director

Status: Part Time, 20-25 Hrs./week

Weekends mandatory during the summer season: May- October

Wage: \$15.00

Submit Applications To: Karen Swann, P.O. Box 308, Morton, MN 56270 or
karen.swann@lowersioux.com

Position Summary:

To provide overall management and professional administration of the Lower Sioux Agency Historic Site. Responsible to plan and develop the interpretive program, select and supervise staff, tours, program-publicity, giftshop and facility maintenance in-line with MHS- LSIC policies and procedures; and to achieve the interpretation and educational goals and objectives of the Minnesota Historical Society and Cansayapi Cultural Department.

Essential Duties and Responsibilities:

1. Manages approximately 3 site employees on a day-to-day basis; supervises interns and contractors as assigned.
2. Manage and coordinate daily operations of the Lower Sioux Agency Historic Site
 - Creates monthly & daily employee work schedules, guaranteeing sufficient staff levels at all times of operation, and meeting the demands of site tours & outreach programs.
 - Maintains daily rosters and statistics.
 - Prepares reports as assigned (site attendance, daily & monthly sales, activity log, maintenance reports). Completes booking tours, completing pre-visit and post-visit reports, outreach to educators & partners, advertise programs and services of historic site.
 - Regularly assess the site property; outdoor and indoor, including but not exclusive to lawn care, restroom cleaning, display care, and other related duties.
3. Manage historic site property, including historic structures, nature trail and land within the statutory boundaries, to ensure its historic integrity and to provide maximum safety for its visitors.
 - Responsible for daily operations of the site, maintenance, security and visitors.
 - Monitors condition of historic property, furnishings and facilities to identify and report areas requiring preventative maintenance and repair.
 - Oversee and supervise normal maintenance of property and furnishings in accordance with MHS-LSIC approved procedures and restoration work.

- Assist MHS Am. Indian Outreach Division in planning and implementing site development, repair and restoration.
- 4. Responsible for hiring and training of interpretive staff (in coordination with CCD Director)
 - Provides new and ongoing training of interpretive staff, including training sessions and revising components of training manual.
 - Coordinate & Train staff on Dakota language interpretation curriculum.
 - Studies and masters program related historical materials.
 - Interviews candidates and screens for suitability.
- 5. Manages public education programs such as exhibitions, special events, community-culture presentations and interpretation at historic site aimed to providing a high-quality experience for visitors and community members.
 - Initiates and coordinates planning and implementation of the site's educational program with CCD Director, and other appropriate partners and staff.
 - Researches and directs the research of others to further the site's interpretation and outreach.
- 6. Manages site budgets and operations within MHS-LSIC policies and procedures with the approval of CCD Director and MHS so that all budgets and operation plans are adhered to.
 - Maintains site records including budget and expenditure reports, visitation counts, and monthly program activity reports.
 - Directs the expenditure of approved site budgets according to MHS-LSIC policies.
 - Processes admission receipts and monetary donations according to MHS-LSIC policies and procedures.
 - Assesses site's resale needs for giftshop, initiates orders for giftshop (as approved by CCD Director)
 - Monitor's inventory so that reasonable levels are maintained.
- 7. Initiates, develops, produces and implements the site's public information program so that all site programs are accurately and widely disseminated and conform to the Historic Sites and Museums Marketing Plan.
- 8. Serve as a historical resource within expertise related to site's area of history to scholars, local and regional community organizations and educational institutions. Represent CCD and Lower Sioux Agency Historic Site on community boards regarding such matters as cultural development, education and history.
- 9. Participates in annual and long-range planning of the historic site
 - Assists CCD Director in off-season research for display renovation.
 - Researches independently for general site development.
- 10. Performs related work as assigned to assist in fulfilling the community and department mission, goals and objectives.

Minimum Qualifications:

1. Knowledge and understanding of Historic Site Management and Museum Administration/management; American Indian history, Dakota history, Minnesota natural history and related interpretive field, or must have two-years experience in site administration, supervision and interpretation
2. Strong interpersonal and oral communication skills.
3. Specific understanding of and sensitivity to issues related to cultural diversity.
4. Knowledge and techniques for proper care and maintenance of museum objects and historic and modern structure and grounds- primarily Lower Sioux and Minnesota River Valley.
5. Knowledge of business practices, Human Resource management techniques, budget and financial management and planning in order to manage site in an orderly way and manage the site's budget.
6. Knowledge of Interpretive Center building, maintenance and security methods, sufficient to supervise operations and maintain security.

7. Ability to speak in public in order to interpret the history of the site and to promote the programs; and effectively communicate with individuals, children and large groups.
8. Ability to write clearly to produce publishable articles, brochures and promotional materials.
9. Ability to plan research projects, conduct research, and direct the projects of others and evaluate results.
10. Strong interest in pre-contact American Indian cultures, prairie ecology, and education.
11. Strong customer service background.
12. Able to work a varied schedule including weekdays, **weekends, and holidays**.
13. Able to attend mandatory training sessions, continued training and staff meetings during the work year.
14. Ability to master assigned program information and activities and present it according to interpretive or learning objectives.
15. Able to lift/pull fifty pounds.
16. Able to walk several miles or more a day in a variety of weather conditions including heat, wind, rain, cold.

Desirable Qualifications:

- Two-year college certificate in biology, anthropology, archaeology, American Indian studies, education or related fields.
- Knowledge of Plains Indian culture and history; and prairie ecology.
- Experience in performing research and using acquired information.
- Experience in teaching, museum interpretation, or storytelling.
- Demonstrated experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Experience with resale operations including the use of a point-of-sale system and merchandise inventory.
- Excellent-to-Strong Computer skills.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.