

Title: Program Coordinator

Status: Permanent Full Time

Position Summary: The History Center of Olmsted County is currently accepting applications for the position of Program Coordinator. The successful applicant will coordinate the educational programs, school tours, and public programs and special events for the History Center of Olmsted County. The Program Coordinator will be highly energized with a proven track record of success in program management. The HCOC is developing a program called "Feeding People Through History" that is based upon partnerships with local food shelf and heritage gardens to teach people about the importance of agriculture and the uses of the items grown on HCOC grounds and donated to the food shelf.

Requirements:

- * BA/BS degree required; MA or MS degree in museum studies, education, or related field encouraged.
- * Minimum five years experience in teaching, delivering, and managing educational or youth programs.
- * Minimum of three years direct supervisory experience.
- * Experience designing programs, curriculum and program evaluation.
- * Knowledge of museum education and learning theory; and excellent organizational and written/verbal/interpersonal communication skills are required.

Qualified candidates should send resume and salary requirements to James Lundgren, Executive Director, History Center of Olmsted County, 1195 West Circle Drive SW, Rochester MN 55902, Director@olmstedhistory.com, [<mailto:Director@olmstedhistory.com>](mailto:Director@olmstedhistory.com).

Position open until filled. Application reviewed starting Feb 15, 2010.