

WASHINGTON COUNTY HISTORICAL SOCIETY

News Release

Contact: WCHS
(651) 439-5956

Washington County Historical Society Has Site Manager Position Available For Hay Lake School Museum Complex in Scandia

Application Deadline is March 15, 2012

Stillwater, Minn. – The Washington County Historical Society has a part-time Site Manager Position available for the historic Hay Lake School Museum Complex in Scandia. The application deadline is March 15, 2012. Starting date for the new hire will be April 17, 2012.

Qualifications: The Site Manager should have a Bachelor's Degree in History or a related field; administrative skills, strong communication skills, and an interest in local and state history; knowledge of basic conservation and preservation methods, materials, and resources; ability to accurately interpret local history in a variety of formats; ability to work successfully with staff, interns, and volunteers; ability to develop special events to enhance museum attendance; and the ability to adapt to the ever changing needs of the historical society and museums. Prior historic site management preferred.

Position Overview: The Site Manager will arrange for open hours of the museum and special tours as requested; care for and provide interpretation of the museums using professionally accepted standards in exhibition and program presentation; conduct tours and special programs at the Hay Lake Museum Complex; keep museums and grounds clean; keep records of museum visitors, gift shop sales, and proceeds from fundraisers and events at the Hay Lake Museum Complex; and assist Historic Sites Supervisor in developing museum programs, exhibits, and special events. This position is a part-time seasonal position that will run from mid-April to the end of October, 12-15 hours per week.

Supervisory Procedures: The Site Manager reports to the Historic Sites Supervisor, and is responsible for the consistent achievement of the Historical Society's mission and successful operation of the Hay Lake Museum Complex.

Application Process: Please send cover letter and resume with names of three references by March 15, 2012 to: Washington County Historical Society, Site Manager Position, P.O. Box 167, Stillwater, MN 55082. Please call (651) 439-5956 or visit www.wchsmn.org for more information. Application deadline is March 15, 2012.

Background

The Hay Lake School Museum Complex is comprised of the 1896 Hay Lake School and the 1868 Johannes Erickson Log House. The school was once rural school district #2 and was used to educate children in first through eighth grade. It closed as an active school in 1963. The Washington County Historical Society started operating the building as a rural school museum in 1974 and purchased the building from the Forest Lake School district in 1978.

The Johannes Erickson Log House was constructed in 1868. The log house typifies homes constructed by early Swedish immigrant farmers in the Midwest. Both properties are listed on the National Register of Historic Places. The museum complex is open Saturday and Sunday from 1 - 4 p.m. in May, September and October and Friday, Saturday and Sunday from 1 - 4 p.m. in June, July and August with additional days depending on tours.

Washington County Historical Society collects, preserves, and disseminates the history of the county and state of Minnesota.

Founded in 1934, the Washington County Historical Society is a donor-supported, nonprofit organization with more than 750 individual, family, and business members. WCHS is supported by individual gifts, membership fees, and foundation grants.