

# White Bear Lake Area Historical Society

<b>Position Title:</b>	Program & Event Coordinator of the WBLAHS
<b>Position Description:</b>	The Program & Event Coordinator is a part-time position with the purpose of fulfilling the Society's mission by creating, implementing, marketing and overseeing the educational activities of the White Bear Lake Area Historical Society with an emphasis on the Fillebrown House and White Bear Town Hall
<b>Reportability:</b>	Position Reports directly to the Executive Director of the WBLAHS Position supervises the Society's volunteers and student interns working with the educational programs
<b>Position Class:</b>	Part-time, Regular Position, Approximately 20-30 hours/week with the ability to expand
<b>Compensation:</b>	\$10-15/hour dependent upon qualifications

<b>RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS</b>
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1. Coordinate public tours and events for WBLAHS sites & programs
  - A. including the scheduling, marketing and guiding of established tours
  
2. Create and cultivate relationships with area teachers to fill a seasonal tour calendar for WBLAHS sites and programs
  - A. Create informative marketing materials to entice potential classes/tour groups
  - B. Establish timeline and distribute materials on a calendar to maximize tour attendance
  - C. Maintain tour calendar, communicate, schedule & conduct tours
  
3. Participate in the research, creation and implementation of an educational program for the White Bear Town Hall
  - A. Conduct research to familiarize oneself with the main stories of the WBTH, White Bear Township and the context in which it was constructed and utilized
  - B. Serve on White Bear Town Hall programming committee
  - C. Conduct tours and train additional guides
  
4. Research and implement educational program for the Fillebrown House
  - A. Conduct Research to familiarize oneself with the main stories of the Fillebrown House, its owners and the context in which it was constructed and utilized. Select story line for tours
  - B. Master tour and associated curriculum highlighting tour assets
  - C. Adapt tour script and associated lesson plans as needed
  - D. Conduct tours and train additional guides
  - E. Oversee Fillebrown House site management

5. Participation in events and other outreach conducted by the WBLAHS, including but not limited to:
  - A. Public and private group presentations
  - B. Manitou Days and Marketfest
  - C. White Bear Area Historic House Tour
6. Other duties as apparent or assigned by the Executive Director

**MINIMUM QUALIFICATIONS:**

- Strong communication and interpersonal skills
- Bachelor's degree in History, American Studies, Education or related field
- An interest and passion for social studies curriculum

**DESIRED QUALIFICATIONS:**

- At least five years teaching or related experience
- A familiarity with current Minnesota Social Studies Standards
- A familiarity with the White Bear area including: Birchwood, Dellwood, Mahtomedi, White Bear Township, and White Bear Lake