

Job Title: Manager of External Communications and Operations

Organization: Ramsey County Historical Society (RCHS)

Location: Landmark Center, St Paul MN and Gibbs Farms Historic Site, Falcon Heights, MN

Position type: Full Time, In-Person, Salary Position

Salary Range: \$50,000 – \$56,000

About Ramsey County Historical Society:

Ramsey County Historical Society (RCHS) preserves, shares, and interprets the complex, multifaceted histories of Ramsey County through education, collections, research, exhibitions, publishing, and public programs. Guided by our mission, preserving our past, informing our present, and inspiring our future, RCHS connects people of all ages and backgrounds to local history in ways that are accurate, relevant, and inclusive. RCHS operates Gibbs Farm Historic Site, maintains a major research center and archive, publishes the award-winning *Ramsey County History* magazine, and delivers tours and programs that strengthen civic understanding and community connection.

Manager of External Communications and Operations Position Summary

The Manager of External Communications and Operations supports the visibility, public engagement, and day-to-day effectiveness of the Ramsey County Historical Society. This role is responsible for implementing external communications strategies, coordinating operational processes, and managing special projects and events that connect diverse audiences to the organization's collections, stories, and historic places. The Manager works collaboratively across departments and locations (Landmark Center and Gibbs Farm Historic Site) to ensure consistent messaging, strong community relationships, and smooth organizational operations.

This position reports directly to the Executive Director and works in partnership with the Director of Gibbs Farm Historic Site, Director of Collections and Exhibits, and collaborates with the broader team located at both the Landmark Center and Gibbs Farm Historic Site and external contractors.

Key Responsibilities

External Communications (50%)

- Implement and manage the organization's external communications and branding strategy in alignment with the mission, vision, values, and strategic plan for the historical society and Gibbs Farm Historic Site.
- Ensure consistent voice, identity, and interpretive framing across all public-facing materials, including exhibitions, programs, fundraising, and historic site experiences.
- Manage distribution and production for newsletters, donor communications, print/digital publications that highlight collections, research, and community impact, and label ID design elements that highlight collections material.
- Manage website and social media platforms, creating engaging content that promotes historic sites, research center, exhibitions, collections, and public programs.

- Collaborate with Ramsey County Historical Society Staff (Gibbs Farm team and Landmark Team) to create content for social media, the newsletter, and other external communications collateral.
- Coordinate media relations, press outreach, and public communications.
- Support storytelling that reflects the organization's commitment to inclusive, community-centered history.
- Track and evaluate communications performance and audience engagement.

Operations (20%)

- Support the implementation of organizational systems that enhance efficiency across the historical society.
- Manage budget tracking and resource coordination for communications, operational, and special event activities.
- Ensure alignment with organizational policies, procedures, and institutional priorities.
- Support staff working across multiple sites or program areas as needed.
- Provide logistical support for guest speakers and/or visiting scholars sites as needed.
- Participate and contribute to staff meetings, cross-departmental collaboration, and strategic visioning.
- Track and order office supplies and work with outside vendors

Special Projects and Event Planning (30%)

- Manage special event and rental operations, which include budget planning, logistics coordination, rental contracts, tracking planning timelines, and collaboration with internal and external stakeholders.
- Refine the Gibbs Farm Historic Site rental packet and pilot rental offerings for Gibbs Farm Historic Site in partnership with the Director of Gibbs Farm Historic Site and Gibbs Farm Historic Site team.
- Coordinate special projects related to exhibitions, partnerships, or strategic revenue building initiatives.
- Evaluate event and rental initiatives for impact and contribute to future planning strategies.
- Supervise committees, interns, volunteers, contractors, or project-based staff as assigned.

Qualifications

- Bachelor's degree in communications, history, museum studies, or a related field (or equivalent experience).
- 3–5 years of experience in communications, development, and/or operations, preferably in a museum, historical society, or cultural organization (or demonstrated equivalent experience through transferrable skills).
- Demonstrated experience with digital communications platforms, website management, and basic analytics.

- Demonstrated experience with documentation review and management practices including a basic understanding of project management, event planning, and dynamic communication strategies to reach a wide audience.
- Strong organizational and interpersonal skills.
- Strong writing and editing skills, with experience producing public-facing content.
- Demonstrated ability to manage multiple projects and deadlines.
- Demonstrated experience in collaborative approaches with a focus on keeping the entire team updated.

Preferred Qualifications

- Experience working in or with historic sites, archives, or collections-based organizations.
- Demonstrated experience in event planning and community engagement.
- Familiarity with donor communications or membership-based organizations.
- Knowledge of inclusive and community-centered interpretation practices.
- Experience and ability to observe and respond to various people's types of needs within an emergency and/or situations with conflicts (people: youth, adults, and large groups).
- Demonstrated experience in assisting with culturally complex, sensitive, or confidential projects - including a demonstrated ability to listen and deal empathetically with a wide range of people and cultural groups.
- Demonstrated understanding of self-care (and community-care) practices when working with culturally sensitive, complex, and/or confidential projects.
- Understanding diversity, equity, inclusion, access (DEAI), and racial and cultural practices within historic sites and/or non-profits.

Work Environment and Expectations

- This is an in-person position that has a split schedule in which their office is located at the two sites, splitting the week half time at Gibbs Farm Historic Site and half time at the Landmark Center. This position requires reliable transportation and the ability to commute regularly between our two office locations.
- Generally, the Manager will work during regular business hours, Monday-Friday, but special events, programs, and rentals will require working evening and weekend hours.
- Active engagement with the public, community partners, vendors, and volunteers is a regular part of the role.
- Sitting, standing, walking, climbing stairs, balancing, crouching, stooping, and communication with internal and external stakeholders.
- Ability to lift and carry large/bulky items weighing up to 40 pounds.
- Ability to move between all areas of the historic site and landmark center, some of which are widely spaced on uneven terrain and require climbing stairs.
- Vision requirements include close vision and ability to adjust focus.
- Noise conditions range from quiet to moderate noise.

Compensation and Benefits

- Salary commensurate with experience.
- The benefits package includes health and dental insurance, retirement contributions, paid time off and holidays, life insurance, access to a health savings account, a monthly parking stipend, and professional development support.

Application Process:

The Manager of External Communication and Operations position will be open until filled. Applications will be reviewed on a rolling basis; early submission is encouraged. Please email your resume/CV and cover letter with the subject headline “Manager of External Communications and Operations” to info@rchs.com.