FOR IMMEDIATE RELEASE

News Release

Brent Peterson, WCHS Executive Director
651-439-2298
Brent.peterson@wchsmn.org

Washington County Heritage Center Site Manager opening

The Washington County Historical Society (WCHS) is seeking a full-time Historic Site Manager for the Washington County Heritage Center in Stillwater. This is a year-round position (approximately 40 hours per week) responsible for daily operations and overall site management. Salary range $45,000-$48,000 per year, no medical benefits offered.

Position Overview
The Site Manager serves as the on-site leader and primary representative of the Heritage Center, overseeing operations, coordinating volunteers, and ensuring a high-quality visitor experience while supporting WCHS's mission to preserve and share the history of the St. Croix Valley.

Key Responsibilities include: Manage daily operations, admissions, retail, and facility readiness; Oversee revenue tracking using Square POS and coordinate reporting with QuickBooks; recruit, train, schedule, and support volunteers; ensure exhibits are well maintained and engaging; coordinate education center programs, rentals, and events.; Manage the WCHS Store, including inventory and merchandising and promote the Heritage Center through community outreach and partnerships.

Qualifications include: experience managing a historic site, museum, or cultural organization, strong organizational, leadership, and communication skills, experience coordinating volunteers, familiarity with Square POS and QuickBooks preferred and availability for occasional evenings and weekends.

For more information, please write to the Washington County Historical Society, Site Manager Position, 1862 S. Greeley Street, Stillwater, MN 55082-0167, email, information@wchsmn.org or call 651/439-2298. To apply send a cover letter, resume and a list of references to the above address/email on or before March 27, 2026.