

**Minnesota Masonic Historical Society & Museum (MN Masonic Heritage Center)  
Contract Collections Assistant  
(Full-time, one year position)**

**General:** The Minnesota Masonic Heritage Center (MMHC) seeks two full-time, temporary contract collections assistants to inventory portions of the museum's 2D and 3D historical collections. These are grant-funded positions whose responsibilities will include data entry, photographing objects, and handling/rehousing collections in accordance with the scope of the grant project.

This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.

**Salary:** \$17.68 hour, paid every other week. Position is non-benefit earning.

**Reports to:** MMHC Curator

**Essential Job Functions:**

- Assign and formally apply Object ID numbers as needed to each object in the collection using a pencil, blue photo pencil, Acryloids or other acceptable numbering device.
- Enter designated information about each object into PastPerfect museum software.
- Examine and document condition details of each object inventoried.
- Photograph or scan each inventoried object and add the image to the object's record in PastPerfect.
- As needed, rehouse each object using museum-quality enclosures.
- Other duties as assigned.

**Equipment Used:** Computer, printer, scanner, digital camera, telephone, various conservation/preservation tools and materials.

**Qualifications:**

- Bachelor's degree (Master's preferred) in museum studies, public history, history, or related field.
- Minimum six (6) months experience working with historical collections at a museum, historical society, or equivalent organization.
- Experience with PastPerfect museum software, Microsoft Office, and Photoshop or Photoshop Elements.
- Knowledge of accepted collections/museum cataloging procedures, artifact handling, and preservation practices.
- Historical research skills.
- Ability to work both independently and as part of a team, can be both flexible and organized.

- Able to transport materials up to 50 lbs.
- Capable of retrieving objects from shelving up to 8 feet in height.

To apply, mail/email a cover letter, resume, and list of three references to: Minnesota Masonic Heritage Center, attn.: Theresa Norman, Curator, 11411 Masonic Home Drive, Bloomington, MN 55437 or [theresa.norman@mnmasonic.org](mailto:theresa.norman@mnmasonic.org).

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other duties not specifically addressed in this job description.

The Minnesota Masonic Historical Society & Museum is a division of Minnesota Masonic Charities. We are an Equal Opportunity Employer.