

## **Collections and Outreach Manager**

Northfield Historical Society

Northfield, MN

The Northfield Historical Society is seeking a candidate for the position of Collections and Outreach Manager. First and foremost, the successful candidate will oversee the development of the collection as well as the registration, preservation, and storage of items. He/ she will oversee volunteers and interns assisting with basic collections work and will play a key role in exhibit development assuring that collections are displayed without incurring damage to them. Secondary to collections work, the successful candidate will collaboratively work to plan and oversee public programs, develop educational opportunities for the public, and assist researchers.

This is a part-time position, 20 hours per week to be worked over 4 or 5 days, which may include occasional evenings or weekends. Additional hours during the Defeat of Jesse James Days celebration, the weekend after Labor Day, may be required.

### **Collections Work**

- Manage donations to the collection, recommend deaccessions, manage incoming and outgoing loans
- Oversee cataloging and storage of collection
- Maintain records and assure data entry into PastPerfect for items in the City collection
- Serve as the lead on the Collections Committee
- Train and manage volunteers and interns working on collections projects
- Participate in discussion, design, and install of exhibits
- Conduct research and draft text for exhibits
- Perform light cleaning of collections areas
- Implement the NHS pest management system
- Write grants for projects that improve the documentation, condition, or storage of the collection
- Achieve short and long term goals of each grant

### **Outreach Work**

- Develop and manage programs related to exhibits or community collaborations
- Seek opportunities to bring an appreciation of local history into the community
- Develop educational materials on local topics that can be used in schools
- Assist patrons with research including the students in the SCOPE program
- Plan projects and oversee summer assistants and Jr. Curators

### **Other**

- Seek additional educational opportunities through workshop, conference, and webinar participation
- Write a monthly progress report for the Board of Directors
- Write a column in the newsletter as needed
- Assist where needed at programs, exhibit openings, and special events
- Assist with daily museum operations as needed

**Desired Qualifications:**

- Experience using PastPerfect collections software
- Experience cataloging and handling a variety of 3D collections, assessing and processing archival collections
- Familiarity with exhibit design, including ADA requirements, and artifact mount construction
- Experience developing programs
- Experience speaking to and/ or leading the public in an educational manner
- Experience overseeing projects
- Experience working collaboratively with a variety of age groups
- Experience working on several projects simultaneously
- Ability to be flexible with tasks and when dealing with staff and volunteers
- Desire to engage in a variety of museum tasks as needed

**Minimum Qualifications:**

- BA in history, museum studies, public history, education, or related field
- 3-5 years of experience in collections management
- 1-2 years of experience in education, interpretation, programming, or related experience
- Previous experience performing research on historical topics
- Previous experience writing in a technical manner
- Interest in and enthusiasm for promoting Northfield's history

Pay range is between \$13.50 and \$15 per hour depending on experience. To apply, please email or send a letter of interest, resume, and a list of three work references to Cathy Osterman. Applications are due by January 21, 2019.

Northfield Historical Society  
408 Division St. S.  
Northfield, MN 55057  
osterman@northfield history.org