

MUSEUM COLLECTIONS ASSISTANT

Crow Wing County Historical Society & Museum

ABOUT

Enjoy your work and use your passion for history in this rewarding and fun atmosphere with hours that allow flexibility for other responsibilities. This is a permanent, part-time position with 24 hours per week, including rotating Saturdays. Hourly wage is commensurate with experience up to \$17.00 per hour. If interested, please send a letter of interest and resume to Hillary Swanson, Executive Director at 320 Laurel Street, Brainerd, MN 56401 or hillary.swanson@crowwing.gov.

POSITION PURPOSE

The Collections Assistant will maintain all aspects of collection documentation, organization, and care. This position also serves as part of our team to carry out daily museum operations and events of the Historical Society.

PREFERRED QUALIFICATIONS

- Bachelor's degree in history, museum studies or a related field.
- Organized and detail oriented, yet flexible.
- Basic computer skills, including proficiency in Microsoft Office and web applications.
- Experience using collections management software.
- Practice in cataloging and handling a variety of 3D collections, assessing and processing archival collections.
- Experience overseeing projects and staff/volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accessioning/Collections Management

- Manages collection records including deeds of gift, accessioning/deaccessioning paperwork, donor files, and digital records using Past Perfect software.
- Responsible for collections care including proper handling, storage, labeling, and organization.
- Supervise and direct support staff and volunteers with collections related projects.
- Perform cleaning and maintenance of exhibits at the museum and fairgrounds, including dusting and vacuuming.
- Organize library and archive materials in our research library.
- Make decisions to accept or decline artifacts in Executive Director's absence or as directed.

Museum Operation

- Greet visitors, cash register operation, and assist volunteers with gift shop/admission sales as needed.
- Responsible for timely opening and closing of museum.

Library Research, Tours, Visitor Assistance

- Do research in library as needed for walk-ins, phone requests, or email requests.
- Give informative and fun tours of Sheriff's residence, including scheduled group tours.

Clerical

- Answer and respond to telephone calls, emails, and route requests to proper staff or volunteers as needed.

Special Events, Programs, and Exhibits

- Assist with the Annual Meeting, County Fair, and other events.
- Assist with exhibit creation and maintenance.

Duties as Needed

- Willingness to assist with other duties as needs arise.
- Assist with the daily maintenance of the museum building, which may include but is not limited to light cleaning.

WORK ENVIRONMENT/PHYSICAL DEMANDS**Physical Demands**

- Moderate physical activities requiring stooping, kneeling, crouching, reaching, handling, fingering, talking, hearing, and close vision.
- Ability to stand for long periods and climb ramps and stairs multiple times per day.
- The employee must have the ability to lift and or move up to 40 pounds.

Environment & Physical Surrounds:

- Typically, in an office environment, but does include a historic house with steep stairs and low ceilings. Work also includes time at the Crow Wing County Fairgrounds which has uneven terrain.