



### Collections Inventory Specialist (2):

The ACHS is seeking 2 part-time contract employees to conduct a complete inventory of the museum collections. This will be 24 hours per week for 64 weeks. Position will start in January (date TBD).

- The Inventory Specialist positions are temporary employee positions that exist for the duration of the project and will terminate upon completion of the project.
- Minimum of 1-year experience volunteering/working at a museum or historic site with preference being made towards collections experience
- Bachelors or working towards degree in History, LIS, Anthropology, Museum Studies or related field preferred
- Familiarity with museum collections standards and handling practices
- Ability to work effectively in a team setting
- Excellent verbal and written communication skills
- Organizational skills
- Ability to stand for long periods of time
- Ability to lift 50 pounds and climb a step ladder
- Computer database ability (will be trained by Administrator)
- Ability to operate a digital camera

Rate of pay, \$15/hour

If interested, please submit a resume and cover letter to [achs@aitkincohs.org](mailto:achs@aitkincohs.org) or mail to:

Aitkin County Historical Society  
P.O. Box 215  
Aitkin, MN 56431

Any questions regarding the project can be addressed to the above email, or call Heidi, ACHS Administrator, at (218)927-3348.