



Collections Assistant (Contract)

Wage: \$20/hour (1,975 hour contract)

The Lake County Historical Society seeks a contract collections assistant to complete an inventory of the photographic collections. This project is funded through a Legacy Amendment Grant funded by the Arts and Cultural Heritage Fund. Responsibilities will include data entry, organization of inventoried photographs, and handling of historic photographs.

Essential Job Functions

- Data entry of photograph size, location in storage, and brief description of image into Past Perfect 5 database
- Scan and link image of photograph to matching record in Past Perfect 5 database
- Update existing metadata in database
- Re-house photographs in archival quality folders as inventory progresses

Qualifications

- Minimum of 2 years museum collections experience (may include paid AND unpaid experience)
- Bachelors Degree in History, Library Studies, Anthropology, Museum Studies, or related field
- Excellent verbal and written communication skills
- Experience using Past Perfect 5 software
- Strong organizational skills with attention to detail
- Ability to work effectively in a team setting
- Ability to lift and carry up to 50 pounds

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. Employment will commence upon hiring and continue until project end date. Ideal start date is on or before March 31st.

To apply submit a cover letter, resume, and list of 3 professional references via mail or e-mail: Lake County Historical Society attn.: Ellen Lynch, PO Box 128 Two Harbors, MN 55616 or lakehist@lakeconnections.net.