**Museum Collections Specialist:**

**Carver County Historical Society**

**555 West First St**

**Waconia MN, 55387**

The Carver County Historical Society is hiring two Museum Collections Specialists to conduct an inventory of the 3D collections.

Job Responsibilities:

* Inventory collections by recording artifact locations
* Updating metadata on artifacts by writing artifact descriptions, recording measurements and condition reporting
* Photographing artifacts, basic editing and file naming

Qualifications:

* Minimum of 1 year experience volunteering/working at a museum or historic site with preference being made towards collections experience
* Bachelors (M.A. preferred) in History, LIS, Anthropology, Museum Studies or related field
* 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 up to 50 pounds and climb a step ladder
* Experience using Past Perfect 5
* Experience working with photography equipment

This grant project is funded from the Minnesota Historical and Cultural Heritage Grants Program through the Arts and Cultural Heritage Fund.  Employment will commence upon hiring and continue until project end date. Ideal start date is on or before February 5. Pay is $15 an hour and includes medical health insurance.

To apply, please send resume and cover letter to Curator of Collections, Adam Smith, at [asmith@co.carver.mn.us](mailto:asmith@co.carver.mn.us) by January 15 at noon.