

COLLECTIONS ASSISTANT
Crow Wing County Historical Society & Museum
Job Description as of February 2019

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accessioning/Collections Management

- Manages collection records including deed of gifts, accessioning/deaccessioning paperwork, donor files, and digital records using Past Perfect software.
- 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

- Gift Shop: cash register operation, general arranging, cleaning, restocking of items as needed, and assist volunteers or other staff with gift shop sales as needed.
- Responsible for timely opening and closing of museum: doors unlocked/locked/opened/closed, lights turned on/off.

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.
- Maintain a pleasant and informed demeanor with all visitors.

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, Holiday Open House, and other events.
- Assist with exhibit creation and maintenance.

Duties as Needed

- Willingness to assist with other duties as needs arise.
- May be asked to pick up supplies and/or travel to an event or class.
- Assist with the daily maintenance of the museum building, which may include but is not limited to: light cleaning, organizing, and maintaining our work and kitchen areas.

Attendance & Punctuality

- Adhere to a flexible work schedule with promptness and willingness to work as different needs or emergencies arise.
- Communicate any necessary absences with Executive Director in advance.

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.

PREFERRED QUALIFICATIONS

- Bachelors 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.
- Interest in and enthusiasm for promoting Crow Wing County history.

This is a part-time position with 24 hours per week, including some Saturdays. Hourly wage is commensurate with experience up to \$12.50 per hour. If interested, please send a letter of interest and resume to Hillary Swanson, Executive Director at P.O. Box 722 Brainerd, MN 56401 or Hillary.Swanson@crowwing.us.

Application deadline is March 22, 2019.