



Collections Assistant (Contract: 2,000 hours)

The Lake County Historical Society seeks 2 full-time contract collections assistants to inventory the institution's 3D artifact collections. Responsibilities will include data entry, photographing objects, and handling artifacts.

This grant project is funded from the Minnesota Historical and Cultural Heritage Grants Program through the Arts and Cultural Heritage Fund.

Salary: \$18/hour, non-benefit earning (2,000 hour project)

Reports to: Executive Director

Essential Job Functions

- Recording location, measurements, brief description, and condition of each artifact
- Photograph artifacts and perform basic image editing
- Data entry of recorded information into PastPerfect software
- Update existing metadata

Qualifications:

- Minimum of 2 years museum collections experience (may include paid AND unpaid experience)
- Bachelors (M.A. preferred) in History, Library Information Service, Anthropology, Museum Studies, or related field
- Excellent verbal and written communication skills
- Experience with using PastPerfect 5 software
- Experience with photography equipment
- Strong organizational skills with attention to detail
- Ability to work effectively in a team setting
- Ability to stand for long periods of time and climb/descend 2 flights of stairs multiple times per day
- 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 February 28th.

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.