

Position Description for Collections Manager

This position is located in the award-winning Stevens County History Museum in Morris, MN, and reports directly to the Executive Director of the Stevens County Historical Society and Museum. This is a part-time position of 25 hours per week.

The mission of the Stevens County Historical Society is to collect, preserve and interpret the history of Stevens County. This is accomplished through research of archival materials and artifacts, and public programming via exhibits, publications and various other forms.

A. Duties

The primary duty of this position is to document and care for the collections of the Stevens County Historical Society, conduct research, and assist with exhibits. Specific duties include (but are not limited to) the following essential job functions:

Collection Care

Receive, document, preserve and care for all artifacts and archival materials.

Catalogue artifacts and archival materials in electronic data base according to professional museum standards and terminologies.

Prepare documentation for the Board's approval to accession or deaccession various items.

Maintain clean and safe storage space for all artifacts and archival materials.

Cooperatively work with other historical societies, businesses and individuals in loaning of museum materials for public programming.

Maintain an inventory of general supplies for artifact preservation.

Research

Conduct research to properly identify and catalogue donated materials.

Conduct research as needed for building of exhibits and displays.

Conduct research as requested by individuals, businesses, and other entities, including family histories and genealogy.

Assist staff in accessing research materials .

Conduct research for bi-monthly newsletter publication, and write articles for newsletter.

Exhibits

Work cooperatively with other staff in developing a schedule of thematic exhibits.

Assist with artifact selection, location and display.

Keep up to date of advances in professional exhibit trends and emerging presentation technologies.

Assist in providing audio-visual and other technological aids to support exhibits and program presentation by staff and others.

Outreach

Assist with training volunteers for tasks they are working on pertaining to collections and/or research.

Supervise interns in gaining experience in curator- related work.

Assist the public with requests regarding the collection.

Greet and assist visitors in the museum.

B. Required Knowledge, Skills and Abilities

Preferred education of Bachelor's Degree in related field and/or museum experience.

Knowledge of professional museum artifact management protocols.

Working knowledge and experience with various computer software including database management, spreadsheets and word processing.

Preferred knowledge of and/or interest in history in general, but specifically Stevens County history and how it relates to history in our area/state/region/nation and world.

Knowledge and skills to work with various kinds of building materials and the incorporation of electronics into exhibits.

Ability to pay close attention to detail and organization.

Positive attitude and ability to interact with fellow staff in a teamwork setting.

Ability to interact and greet visitors and make them feel welcome.

Willingness to attend workshops pertaining to museumology.

C. Working Conditions

Must be able to perform essential job functions with or without reasonable accommodations.

Working conditions are a mixture of sedentary activity and periods of standing, moving and lifting. Must be able to lift 40 pounds to accommodate collection storage and assist with some construction of exhibits.

Work schedule will be negotiated with supervisor, and may require some flexibility depending on program needs. This is a part-time position of 25 hours per week.

D. Compensation

Dependent of experience/qualifications.

E. Benefits

- Paid Time Off (PTO) of 0.065 per hour worked, with a cap of 200 hours.
- Worker's Compensation, Medicare and Social Security will be paid as mandated by law.
- All SCHS employees will receive a complementary membership to SCHS for as long as they are an employee.

