

Collections and Outreach Manager

Northfield Historical Society

Northfield, MN

The Northfield Historical Society is seeking a candidate for the position of Collections and Outreach Manager. First and foremost, the successful candidate will oversee the development of the collection as well as the registration, preservation, and storage of items. He/ she will oversee volunteers and interns assisting with basic collections work and will play a key role in exhibit development assuring that collections are displayed without damaging them. Secondary to collections work, the successful candidate will work collaboratively to plan and oversee public programs, create educational opportunities for the public, and assist researchers.

The position is part-time, 20 hours per week to be worked over 4 or 5 days, which may include occasional evenings or weekends. Participation during Defeat of Jesse James Days weekend in September is required.

Collections Work

- Manage donations to the collection, recommend deaccessions, manage incoming and outgoing loans
- Oversee cataloging and storage of collection
- Maintain records and assure data entry into PastPerfect for items in the City collection
- Oversee the Collections Committee
- Train and manage volunteers and interns working on collections projects
- Participate in planning exhibits
- Conduct research and draft text for exhibits
- Assist with design and install of exhibits
- Perform light cleaning of collections areas
- Implement the NHS pest management system
- Write and meet goals of grant projects that improve the documentation, condition, or storage of the collection

Outreach Work

- Create and manage programs related to exhibits or community collaborations
- Seek opportunities to bring an appreciation of local history into the community
- Develop educational materials on local topics that can be used in schools
- Assist students with research, especially the students in the SCOPE program
- Plan projects and oversee summer assistants and Jr. Curators

Other

- Seek additional educational opportunities through workshop, conference, and webinar participation
- Write a monthly report of progress for the Board of Directors
- Write a column in the newsletter as needed
- Assist where needed at programs, exhibit openings, and special events
- Assist with daily museum operations as needed

Requirements:

- Experience using PastPerfect collections software
- Experience cataloging and handling a variety of 3D collections, assessing and processing archival collections
- Familiarity with exhibit design, including ADA requirements, and artifact mount construction
- Experience developing programs
- Experience speaking to and/ or leading the public in an educational manner
- Experience assigning and overseeing projects
- Experience working collaboratively with a variety of age groups
- Experience working on several projects simultaneously
- Ability to be flexible with tasks and when dealing with staff and volunteers
- Desire to engage in a variety of museum tasks as needed

Minimum Qualifications:

- BA in history, museum studies, public history, education, or related field
- 3-5 years of experience in collections management
- 1-2 years of experience in education, interpretation, programming, or related experience
- Previous experience performing research on historical topics
- Previous experience writing in a technical manner
- Interest in and enthusiasm for promoting Northfield's history

Pay range is between \$13.50 and \$15 per hour depending on experience. To apply, please email or send a letter of interest, resume, and a list of three work references to Cathy Osterman. Applications are due by January 21, 2019.

Northfield Historical Society
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