



Collections Manager/ Museum Operations Assistant

Hours: Part time, 35 hours per week

Pay Rate: \$16.25

The Northfield Historical Society is seeking a multi-dimensional museum professional to assist with a variety of museum tasks from collections management, exhibit development, and program planning to front desk administration and store sales. The successful candidate must possess the ability to work with, train, and oversee volunteers, interns, and students. He/ she must have strong research and written communication skills as well as the ability to problem solve, multitask, and work as a member of a team.

This is a part-time position requiring some flexibility of schedule. Occasionally hours may include evenings or weekends. Additional hours during the Defeat of Jesse James Days celebration, the weekend after Labor Day, may be required.

Primary Tasks

Collections Management

- 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
- Serve as the lead on the Collections Committee
- Train and manage volunteers and interns working on collections projects
- Provide guidance to college students working on projects as a class requirement
- Perform light cleaning of collections areas
- Implement the NHS pest management system
- Write grants for projects that improve the documentation, condition, or storage of the collection
- Achieve short and long term goals of each grant

Exhibit Development

- Participate in discussion, design, and install of exhibits
- Conduct research and draft text for exhibits
- Seek out and manage loans for display as needed
- Work with volunteers, students, or contractors to meet deadlines
- Explore the creation of online exhibits or exhibit-related content

Secondary Tasks

Education/ Programming

- Assist with the management of programs related to exhibits or community collaborations
- Seek opportunities to bring an appreciation of local history into the community
- Assist with the development of educational materials
- Assist patrons with research including the students in the SCOPE program
- Support summer assistants and Jr. Curators and help transition to year-round History Club

Museum Management

- Seek additional educational opportunities through workshop, conference, and webinar participation
- Write a monthly progress report for the Board of Directors
- Write a column in the newsletter as needed
- Assist with programs, exhibit openings, and special events
- Occasional management of front desk operations and store sales
- Create and monitor social media posts
- Represent NHS at community programs or events
- Assist with basic museum upkeep including but not limited to shoveling snow, sweeping sidewalks, cleaning windows, mopping floors, painting, organizing the store room, and other duties as assigned.

Minimum Qualifications:

- BA in history, museum studies, public history, education, or related field
- 3 years of relevant work experience with at least one year in collections management
- Experience in education, interpretation, and/ or programming
- Experience performing primary research on historical topics
- Experience writing in a technical manner
- Interest in promoting Northfield's history
- Ability to engage in a variety of museum tasks as needed
- Ability to lift up to 50lbs, stand for long periods of time, climb steps and ladders, push and pull large or heavy objects

Desired Qualifications:

- Master's degree in history, museum studies, public history, education, or related field
- 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 and writing grants
- Experience speaking to and/ or leading the public in an educational manner
- Experience overseeing projects and volunteers or students
- 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

To Apply: Send a resume, letter of interest detailing relevant work experience, and a list of three references to Cathy Osterman at osterman@northfieldhistory.org or mail materials to Northfield Historical Society, 408 Division St. S. Northfield, MN 55057.

Applications are due by January 17,2020 but position will be open until filled.