

## **Paynesville Historical Society**

### **Museum Assistant I & Museum Operations Assistant**

**Location: Paynesville, MN**

**Status: Part-Time**

**Hourly Wage: \$15–\$17/hour**

**Reports To: Executive Director**

#### **Position Availability**

**The Paynesville Historical Society (PHS) is seeking applicants for two part-time positions, which may be filled by one individual or by two separate candidates, depending on availability and interest:**

- **Museum Assistant I**
- **Museum Operations Assistant**

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#### **Museum Operations Assistant**

- **Approximately 10 hours per month**
- **Flexible scheduling based on business hours, events, and facility needs**

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#### **Position Summary**

**PHS seeks friendly, dependable, and detail-oriented individuals to support museum operations, visitor services, collections care, and public programming.**

- **The Museum Operations Assistant focuses on building upkeep, cleaning, housekeeping, and event setup and takedown.**

**Candidates must be organized, flexible, customer-service oriented, and able to support engaging programs for children and the public.**

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#### **About the Paynesville Historical Society**

**Founded in 1969, the Paynesville Historical Society is a 501(c)(3) nonprofit dedicated to preserving and sharing the history of Paynesville and surrounding areas.**

**Museum campus features include:**

- **Walk-through historical timeline and village**
- **Brown One-Room Schoolhouse and Ebenezer Church**
- **Outdoor agricultural displays**
- **Research room and diverse historical artifacts**

**Mission:** To connect the community with its past and foster appreciation of local heritage for future generations.

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### **Museum Operations Assistant – Key Responsibilities**

#### **Purpose**

**Ensure a clean, safe, and welcoming environment while protecting museum buildings, exhibits, and artifacts.**

#### **Scope of Role**

- **Building upkeep, cleaning, and housekeeping**
- **Event setup and takedown**
- **Maintenance of a multi-building museum campus**

#### **Cleaning Responsibilities**

##### **Public Areas**

- **Sweep, vacuum, and mop floors**
- **Clean counters, railings, and display glass**
- **Empty trash and recycling**
- **Maintain exterior walkways (sweep/shovel as needed)**

##### **Exhibit Areas**

- **Dust display surfaces, shelves, and railings**
- **Remove fingerprints and smudges**
- **Clean floors under and around exhibits**
- **Inspect exhibits and props for damage or misplacement**

##### **Bathrooms**

- **Clean and sanitize toilets, sinks, mirrors, and floors**
- **Restock supplies as needed**

#### **Program & Conference Areas**

- **Set up and store tables and chairs**
- **Clean spaces before and after programs**
- **Organize equipment and supplies**

#### **Monthly Cleaning Standards**

- **Deep-clean exhibit areas and props**
- **Dust high and low surfaces**
- **Inspect high-traffic exhibits and village areas**
- **Document and report maintenance or repair needs**

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#### **Physical Requirements**

- **Frequent standing and walking indoors and outdoors**
- **Ability to lift and carry up to 20 pounds**
- **Ability to access museum buildings year-round**
- **Regular cleaning, setup, and takedown of equipment and displays**

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#### **Qualifications**

##### **Required**

- **High school diploma or equivalent**
- **Strong organizational skills and attention to detail**
- **Excellent verbal and written communication skills**
- **Proficiency in Microsoft Word and Excel**
- **Comfort working with digital tools and collections**
- **Interest in history, preservation, and community engagement**

## **Preferred**

- **Experience working with volunteers or youth programs**
- **Basic marketing or social media experience**
- **Residency within ISD #741 or surrounding service area**

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## **How to Apply**

 **Email your resume to:**

**paynesvillehistoricalsociety@gmail.com**