

Job Title: Museum Assistant

Organization: Paynesville Historical Society

Location: Paynesville, MN

Hours: Flexible part time hours,

- Desired applicant would be willing to work three Saturdays a month, plus additional hours during the weekday and evenings as available.

Salary range: \$15-17 per hour

Job Description: Museum Assistant, Paynesville Historical Society

The Paynesville Historical Society seeks an organized, friendly, and hard-working part-time Museum Assistant to execute the Society's daily operations. This person will be responsible for opening and closing the museum, posting on social media accounts, receiving artifacts from the public, working in Past Perfect (digital database), researching historical topics as assigned, cleaning, assisting with the programs of the Museum, and ensuring a positive experience for museum visitors. The Museum Assistant will report to the Executive Director.

About the Paynesville Historical Society:

The Paynesville Historical Society is a nonprofit 501(c)(3) organization dedicated to preserving and sharing the rich history of Paynesville and the surrounding areas. Through the initiation of the local Lion's Club, the Paynesville Historical Society was organized on October 23, 1969, as a non-profit organization with the purpose of preserving and promoting the vast historical interests of the community and the surrounding area. The museum includes an extensive timeline, walk through time village, the Brown one room schoolhouse, Ebenezer Church, and an outside agricultural display. A collection of historical artifacts, a research room, and engagement with the community through educational programming and special events round out the offerings. Paynesville Historical Society's mission is to connect the community with their past and foster an appreciation of their heritage for future generations.

Key Responsibilities

Museum Operations and Visitor Experience

- Oversee the day-to-day operations of the museum, ensuring a welcoming and informative experience for visitors. This includes answering the phone.
- Help train volunteers to assist with museum activities, tours, and special events.
- Assist with the programs of the museum, as requested by the Executive Director.

- After training, will understand and be able to share the historical significance of Paynesville. Help visitors to the museum by answering questions and providing resources.
- Research topic areas as assigned by the Executive Director.
- General cleaning of the museum buildings; bathroom cleaning weekly, dusting of artifacts monthly. Empty all dehumidifiers daily. Sweeping and mopping of high traffic areas. Cleaning prior and following events and programs.
- Artifact intake according to accession policies
- Assist with events and programs as needed
- Greeting visitors, answering phone calls and communicating with other staff and Board Members.

Collection and Artifact Management

- Assist with the acquisition, cataloging, and preservation of artifacts in the Society's collection.
- Follow policies and procedures for handling, displaying, and storing artifacts to maintain the integrity of the collection.
- Maintain accurate records of all artifacts in the digital database.

Physical Requirements

- Frequently walking throughout the facility
- Frequently lifting and carrying items weighing up to 20 pounds
- Working indoor and outdoor
- Frequent cleaning of displays and collections
- Setting up and taking down displays monthly

Qualifications

- At minimum, the candidate must be a high school student.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal, with a strong public presence.
- Proficient in Microsoft Word and Excel.

- Experience or being willing to be trained in providing public access to collections through a variety of mechanisms (exhibits, publications, digital media, digital newspaper hub, etc.)
- Comfortable working with digital environments and digital collections.
- Passion for history, community engagement, and preservation.
- Displays future-oriented thinking.

Preferred Skills

- Basic marketing or social media skills to help promote the museum's activities.
- Preferred candidate lives in service area (ISD #741.)

To Apply:

Please send a resume and cover letter to Emily Monnens, Executive Director, Paynesville Historical Society at emilymonnens@gmail.com. Include: "Museum Assistant Search" in email's subject line.