

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**

Work Schedule

Museum Assistant I

- **Flexible Saturday schedule**
- **Minimum of one Saturday per month (two Saturdays preferred)**
- **Saturday hours: 10:00 a.m. – 4:00 p.m.**
- **Additional hours as needed for events, programming, and staff coverage**

Museum Operations Assistant

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

Position Summary

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

- **The Museum Assistant I supports daily museum functions, visitor engagement, collections management, and educational programs.**

- 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.

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.

Museum Assistant I – Key Responsibilities

Museum Operations & Visitor Experience

- Open and close the museum independently
- Welcome visitors and provide an engaging, informative experience
- Answer phones and respond to visitor inquiries
- Assist with historical questions and research requests
- Support museum programs and special events
- Train and assist volunteers with tours and activities
- Conduct historical research as assigned
- Maintain cleanliness following museum housekeeping schedules

Collections & Artifact Management

- **Receive and catalog donated artifacts**
- **Follow procedures for handling, displaying, and storing artifacts**
- **Maintain digital records using PastPerfect**
- **Assist with exhibit maintenance and preservation efforts**

Kids History Camp Support (Hourly, During Business Hours)

- **Assist with camp setup, takedown, and preparation**
- **Support on-site programming and activities**
- **Assist with registration, volunteers, and documentation as needed**

Facility Support

- **Follow daily, weekly, and monthly cleaning schedules**
- **Empty dehumidifiers daily**
- **Clean museum spaces before and after events**

Other Duties

- **Assist with additional programs and events**
- **Perform other duties as assigned by the Executive Director or committee leadership**

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**

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**

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**

How to Apply

 **Email your resume to:**

paynesvillehistoricalsociety@gmail.com