

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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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**
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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 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**
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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