

## **Paynesville Historical Society**

### **Museum Assistant I**

**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, all Saturdays available)
- Saturday hours: **10:00 a.m. – 4:00 p.m.**
- Additional hours as needed for events, programming, and staff coverage

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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.

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 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

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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**