

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.

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
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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