

- Position Title:** Newspaper Indexer
- Goal of Position:** To index modern and historic newspapers for the Carver County Historical Society searchable online database
- Possible Duties:**
- Carefully read modern and/or historic newspapers for information about Carver County people, places and events
 - Record specific information from historic and/or modern newspapers onto handwritten index cards
 - Proofread index cards for spelling and other errors
 - Store cards when completed for data entry and filing by museum staff and volunteers
 - Greet visitors to the library
 - Answer visitor questions about the building, organization, and general Carver County History
- Qualifications:**
- Neat, legible handwriting
 - Attentive to detail
 - Ability to work independently with minimal supervision
 - Interest in local news or historic events
 - Ability to concentrate in a variety of environments
 - Strong spelling and proofreading skills
 - Desire to improve and preserve museum records
- Benefits:**
- Learn about Carver County history and support the CCHS mission
 - Opportunity to gain experience in an office setting, word processing, and database programs
 - Play a significant role in helping to address Historical Society patron needs
- Orientation/
Resources/
Training:**
- Orientation to the Carver County Historical Society
 - Introduction to CCHS library resources, including but not limited to: newspaper index, photo index, microfilm printer/readers, and file system
 - Copier and telephone training
 - Instruction in creating newspaper index cards
 - On-site supervision by CCHS staff
 - Project direction provided as needed
- Time Commitment:** Various shifts available Monday through Friday, 8:30–4:30pm and Saturday, 10am–3pm
- Supervisor:** Researcher