

- Position Title:** Artifact Numbering Specialist
- Goal of Position:** To assist Carver County Historical Society staff in artifact numbering and recording
- Possible Duties:**
- Work with museum staff to select objects in the collection for numbering
 - Apply numbers directly to the object with great care using museum approved methods
 - Update appropriate paperwork and/or database with information concerning object numbers
 - Assist on other projects as negotiated
- Qualifications:**
- Neat and precise
 - Patient and careful
 - Ability to follow direction carefully and to the letter
 - Interest in artifacts or antiques and their preservation
 - Ability to work independently with minimal supervision
 - Attentive to detail
 - Task-oriented
- Benefits:**
- Learn about Carver County history and support the CCHS mission
 - Opportunity to gain experience in artifact handling and current best practices in preservation methods
 - Play a significant role in helping to address Historical Society patron needs
- Orientation/
Resources/
Training:**
- Orientation to the Carver County Historical Society
 - Database training
 - On-site supervision by CCHS staff
 - Project direction provided as needed
 - Object and photograph handling
 - Object and photo numbering
- Time Commitment:** Various shifts available Monday through Friday, 8:30–4:30pm and Saturday, 10am–3pm, depending on availability
- Supervisor:** Curator of Exhibitions and Collections