

- Position Title:** Book Box Maker
- Goal of Position:** To make custom boxes for each of the books in the Carver County Historical Society book collection
- Possible Duties:**
- Measuring books with precision
 - Cutting and assembling boxes according to a pattern provided
 - Lining boxes with acid-free paper
 - Assembling boxes for book storage
 - Labeling boxes according to museum standards
 - Assist on other projects as negotiated
- Qualifications:**
- Excellent arithmetic and measurement skills
 - Strong hands and wrists are helpful, but not required
 - Ability to stand for an extended period of time
 - Neat, precise, patient and careful worker
 - 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 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
 - Specific, individual training provided to volunteers
 - Materials for book box making and other supplies are provided
 - 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, depending on availability
- Supervisor:** Curator of Exhibitions and Collections