

- Position Title:** Collections Inventory Recorder
- Goal of Position:** To inventory small groups of objects in the Carver County Historical Society collection
- Possible Duties:**
- Work with the curator to select objects from the collection for inventory
 - Collect inventory information and general statistics about specific items in the collection
 - Record detailed information on cataloguing worksheets
 - Research object specifics, including the item's provenance and details about its owner, time period and use
 - Update records or change miscataloged records
 - File worksheets when completed for review by museum staff
- Qualifications:**
- Neat, legible handwriting required
 - Ability to follow instruction
 - Attentive to detail
 - Strong descriptive skills
 - Ability to work independently with minimal supervision
 - Familiarity with inventory practices preferred, but not required
 - Desire to improve and preserve museum records for better inventory control
- Benefits:**
- Learn about Carver County history and support CCHS' mission
 - Opportunity to gain experience working with historic artifacts
 - Learn about museum best practices in regard to caring for and storing historic collections
 - Play a significant role in helping to update and complete Historical Society collections records
- Orientation/
Resources/
Training:**
- Orientation to the Carver County Historical Society
 - Introduction to CCHS collections
 - Instruction in reading and using a catalog worksheet
 - Training in proper artifact handling and inventory techniques
 - 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
Project based; collections can be large or small based on interest and commitment
- Supervisor:** Curator of Collections and Exhibitions