

Position Title:	Collections Specialist
Goal of Position:	Provide specific knowledge to identify, describe and catalog specific collections
Possible Duties:	<ul style="list-style-type: none"> - Work with the curator to select objects from the collection that require research - Collect provenance, inventory information, and general statistics about specific items in the collection - Research object specifics, including details about its provenance - Record detailed information on cataloguing worksheets - Update records that have previously been recorded into the database or have been miscataloged - File worksheets when completed for review by museum staff
Qualifications:	<ul style="list-style-type: none"> - Knowledge of a specific historical area related to Carver County history - Experience using history resources to research artifacts - Personal reference books or other materials are of great advantage, but not required - Ability to follow instruction - Attentive to detail and displays strong descriptive skills - Ability to work with Curator to identify and catalog objects - Desire to improve and preserve museum records for better inventory control
Benefits:	<ul style="list-style-type: none"> - Learn about Carver County history and support CCHS' mission - Opportunity to gain experience working with historic collections - Learn about museum best practices in regards to caring for and storing artifacts - Play a significant role in helping to update and complete Historical Society collections records
Orientation/ Resources/ Training:	<ul style="list-style-type: none"> - Orientation to the Carver County Historical Society - Introduction to CCHS collections - Instruction in reading and using a catalog worksheet - 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 Collections and Exhibitions