

Carver County Historical Society

555 West First Street
Waconia, MN 55387
(952) 442-4234

INTERN TITLE: Curatorial Assistant

PROJECT DESCRIPTION: Assists with multiple projects involving Carver County Museum artifact collections. These projects include, but are not limited to, inventorying, cataloging, documenting, researching and appropriately housing museum artifacts; taking digital images and scans; preparing and entering catalog records into the PastPerfect database.

SKILLS REQUIRED: Students in museum studies, library and information science, records management, conservation/ preservation administration, American history, and historic preservation programs that have had coursework or experience in collections care and management, cataloging, records management and/or historical research methods are encouraged to apply. The candidate should have excellent PC skills with knowledge of Windows applications; be familiar with database systems and digital imaging; have excellent organizational skills; be detail-oriented, responsible and dependable; have working knowledge of office procedures and equipment.

Hours of work to be determined.

The Carver County Historical Society is a private, not-for-profit organization whose mission is to collect, preserve and interpret the history of Carver County. The museum houses five local history exhibits, a veterans' exhibit and a local history and genealogy library.

To apply for this position please mail, fax or email your resume along with a cover letter that states your qualifications for this position.

Eve Weipert
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