

<b>Position Title:</b>	Uniform Collection Assistant
<b>Goal of Position:</b>	To transfer the Carver County Historical Society uniform collection onto padded clothes hangers custom designed for the hanging collection
<b>Possible Duties:</b>	<ul style="list-style-type: none"> <li>- Handle historic and modern military uniforms</li> <li>- Press, fold, or re-hang uniforms as needed</li> <li>- Move uniforms to appropriate storage facility if needed</li> <li>- Collect provenance, inventory information, and general statistics about specific items in the uniform collection</li> <li>- Research clothing specifics, including the item's provenance and details about its wearer and time period</li> <li>- Record detailed information on cataloguing worksheets</li> <li>- Provide specific knowledgeable support for collections records</li> <li>- Update records that have previously been recorded into the database or have been miscataloged</li> <li>- File worksheets when completed for review by museum staff</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>- Ability to stand for extended periods of time</li> <li>- Must be able to carry at least 20 pounds</li> <li>- Knowledge of military uniforms, patches, and insignias</li> <li>- Experience using history resources to research military uniforms</li> <li>- Attentive to detail, strong descriptive skills</li> <li>- Ability to work independently with minimal supervision</li> <li>- Legible handwriting required</li> <li>- Desire to improve and preserve museum records for better inventory control</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>- Learn about Carver County history and support CCHS' mission</li> <li>- Opportunity to gain experience working with historic and modern uniforms</li> <li>- Learn about museum best practices in regards to caring for and storing historic clothing collections</li> <li>- Play a significant role in helping to update and complete Historical Society uniform collection records</li> </ul>
<b>Orientation/ Resources/ Training:</b>	<ul style="list-style-type: none"> <li>- Orientation to the Carver County Historical Society collections</li> <li>- Instruction in reading and using a catalog worksheet</li> <li>- On-site supervision by CCHS staff</li> <li>- Project direction provided as needed</li> </ul>
<b>Time Commitment:</b>	Various shifts available Monday through Friday, 8:30–4:30pm and Saturday, 10am–3pm, depending on availability
<b>Supervisor:</b>	Curator of Collections and Exhibitions