

<b>Position Title:</b>	Collections Data Entry
<b>Goal of Position:</b>	To enter data about objects, photographs, maps, books and other artifacts in the Carver County Historical Society collections into the PastPerfect® database (designed especially for cataloguing museum and historical society collections)
<b>Possible Duties:</b>	<ul style="list-style-type: none"> <li>- Enter provenance, inventory information, and general statistics about the collection from cataloguing worksheets into a database</li> <li>- Provide data entry, typing, filing, and spreadsheet support for collections records</li> <li>- Update records that have previously been entered into the database</li> <li>- Proofread catalog worksheets for spelling and other errors</li> <li>- File worksheets when completed for review by museum staff</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>- Accurate typing skills (speed is not required, accuracy is a must)</li> <li>- Attentive to detail</li> <li>- Ability to work independently with minimal supervision</li> <li>- Ability to read a variety of handwritings</li> <li>- Strong spelling, grammar, critical reading and proofreading skills</li> <li>- Desire to improve and preserve museum records for better inventory control</li> <li>- Familiarity with data entry preferred, but not required</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>- Learn about Carver County history and support the CCHS mission</li> <li>- Opportunity to gain experience in an office setting, word processing, and database programs</li> <li>- Play a significant role in helping to address Historical Society patron needs</li> </ul>
<b>Orientation/ Resources/ Training:</b>	<ul style="list-style-type: none"> <li>- Orientation to the Carver County Historical Society</li> <li>- Introduction to CCHS collections</li> <li>- Database, network, and copier training</li> <li>- Specific PastPerfect database training, including vocabulary</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