

Blue Earth County Historical Society
ARCHIVES ASSISTANT 2022

The Blue Earth County Historical Society (BECHS) is a non-profit organization dedicated to preserving, protecting, and promoting Blue Earth County, Minnesota's rich history and heritage. The **ARCHIVES ASSISTANT** is a part-time position responsible for organizing, cataloguing, and arranging Archival Collections (photographs, manuscripts, maps/atlas, scrapbook/photograph albums, audio/visual) for accessibility and long-term storage. They are also responsible for the day-to-day operation of the Research Center, providing high quality customer service. The Archives Assistant will operate under the guidelines of the BECHS Collections Management Policy to maintain proper care, storage, preservation, documentation and usage of BECHS' Archival Collections at the History Center. www.BlueEarthCountyHistory.com

Requirements

The **Archives Assistant** must have/be:

- BA in History, Museum Studies, Library Studies or related field, required.
 - Prior experience working with archival materials, knowledge of current archives management and cataloging practices, preferred.
 - Knowledge of historical research techniques and resources, preferred.
- Self-motivated, detail-oriented individual with excellent written, verbal and organizational skills.
- Demonstrated organizational ability to effectively prioritize tasks and manage multiple ongoing projects
- Demonstrated ability to work both independently and collaboratively as part of a team
- Strong computer skills: Microsoft Office products and experience with museum management databases, preferably PastPerfect
- Ability to lift 40 lbs.
- Interest in local history; knowledge of Minnesota History and Blue Earth County History helpful.
- Flexibility to work a varied schedule, including weekends and evening hours.

To Apply:

We encourage you to apply even if your experience is not a perfect match for this position. We are seeking a candidate with relevant skills and experience – and someone who wishes to grow in the position.

Please send resume, cover letter, and list of three references to Jessica Potter, Executive Director at Director@BlueEarthCountyHistory.com with "Archives Assistant" in the subject line. No phone calls please. Review of applications will begin immediately and will continue until the position is filled.

Benefits

This part-time position includes PTO (paid time off) and holidays. Salary is \$15.00/hour for up to 30 hours/week. Schedule and hours per week has some flexibility.