



# RICE COUNTY HISTORICAL SOCIETY

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1814 NW Second Ave. ♦ Faribault, MN 55021 ♦ 507-332-2121

## Curator/Assistant to the Executive Director

Hourly/Part-Time (20 hours/week)

Starting Salary: \$15.50/hour

The Rice County Historical Society is seeking a 20hr/week Curator/Assistant to the Executive Director to manage the collection, exhibits, and select administrative responsibilities. The successful candidate must be able to work with, train, and support volunteers. He/she must have strong research and written communication skills as well as the ability to multitask and work with a team. BA in related field with experience required. Send cover letter, resume and references to: Rice County Historical Society, 1814 NW 2<sup>nd</sup> Ave., Faribault, MN 55021 or [sgarwood@rchistory.org](mailto:sgarwood@rchistory.org).

Applications will be reviewed starting **January 17, 2020**. Applications accepted until position is filled.

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### Full Job Description:

**Position Title:** Curator/Assistant to the Executive Director  
**Reports To:** Executive Director  
**Employee Category:** Hourly/Part-Time (20 hours/week)  
**Starting Salary:** \$15.50/hour

### Supervision Received/Exercised

The Curator/Assistant receives general supervision from the RCHS Executive Director. The Curator/Assistant has supervisory responsibilities over curator and exhibit volunteers and interns.

### Job Description

The Curator/Assistant manages the collection, exhibits, and select administrative responsibilities. The collections responsibilities include collections donor relations and communication, registration, processing, preservation, storage, and access of items. He/she leads the collections committee and plays a key role in the development of the collection. Exhibit responsibilities include exhibit development and creation and working with exhibit volunteers. He/she assists with identifying and applying for appropriate grants that will offset RCHS expenses and improve collections and exhibits. Assistant to the Executive Director responsibilities include assisting with mailings, PR, events, tours, researchers and visitors as needed. He/she has strong research and written communication skills as well as the ability to multitask and work with a team.

On occasion, he/she attends events and programs after-hours and assists with set up and take down of these events. He/she will perform other duties as assigned.

## **Specific Curator Duties and Responsibilities**

### **Collections Management**

- Manage donations to the collection including donor relations, correspondence and initial appraisal; recommend items for deaccession; manage incoming and outgoing loans; manage all collections related documentation following RCHS retention policies and procedures.
- Facilitate Collections Committee including scheduling and communicating with members
- Train and manage new volunteers and interns; support experienced collections volunteers as needed
- Oversee cataloging including PastPerfect software management
- Maintain lexicon in PastPerfect, noting changes in “Nomenclature 4.0”
- Oversee storage of collection including artifact housing and storage facility
- Produce the “Recent Accessions” list for the quarterly newsletter
- Generate appropriate finding aids and/or lists of collections, photos, and archives (when time allows)

### **Exhibits**

- Facilitate Exhibits Committee including and communicating with members regarding upcoming meetings and events
- Develop and create exhibits within the museum’s main gallery and Faribault House including planning, design, writing, mount making, and installation
- Assist volunteers as needed with exhibits in outbuildings, Carlander Room, government center, etc.

### **Grant/ Legacy Projects**

- Assist with grant research, writing, and management of projects that improve the documentation, condition, or storage of the collection
- Meet short and long term goals of each grant as assigned
- Report on status of finished grant as needed

## **Specific Assistant to the Executive Director Duties and Responsibilities**

### **IT/Technology**

- Assist with the administration of the museum’s NAS (Network-Attached Storage system)
- Assist with RCHS Social Media including but not limited to Facebook events and postings (as/per RCHS Social Media policy); Instagram postings; and Mail Chip campaigns as needed
- Assist with management of RCHS institutional emails when appropriate
- Assist with RCHS and N-RCDHC websites
- Help maintain all RCHS Google Calendars as needed
- Maintain electronic filing system as needed following RCHS Record Retention Policy and Filing Taxonomy

### **Front Desk Responsibilities**

- Assist with visitors/tours/customer as needed
- Assist with generating and maintaining sign-up/ticket lists, and facilitating Flea Market registration
- Assist the with Gift Shop sales as needed
- Assist with researchers (online, telephone, and in-person)
- Answer phones as needed

### **General Assistant Responsibilities:**

- Assist with programs, exhibit openings, special events, and tours as needed
- Assist in the preparation of documents such as the newsletter and media releases as requested by the Executive Director/Board
- Assist with mailings

## Other for RCHS

- Other duties as assigned

### MINIMUM QUALIFICATIONS:

#### Education and Experience

Bachelor's Degree in related field with a minimum of 2 years of relevant experience.

#### Desirable Qualifications

Master's Degree in related field with a minimum of 1 year of relevant work experience.

### ADDITIONAL INFORMATION:

#### KNOWLEDGE AND SKILLS

*Knowledge of:* the principles and practices of collections management and exhibit development. Including but not limited to copyright law, born-digital records management, research and reference, basic graphic design, exhibit creation and instillation, volunteer management, committee leadership, and pest control management.

*Skill in:* customer service to people of all ages and backgrounds, oral and written communication, multi-tasking, time management, newsletter creation, web publishing, website management, social media, grant writing, database tools (experience with PastPerfect is a plus), and Microsoft Office Suite.

#### PHYSICAL AND ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

**Physical demands** that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

*Continuous demands:* repetitive movements of the hands, wrists, and fingers.

*Frequent demands:* fine dexterity; standing; sitting; lifting, carrying, pushing, or pulling up to 30 lbs of force; handling of materials; using the stock lift in the Collections Storage Room.

*Occasional demands:* walking; lifting, carrying, pushing, or pulling between 10 to 50 lbs of force; climbing; balancing; stooping; kneeling; twisting; bending; and reaching.

**Sensory requirements** necessary in the performance of the essential functions of this position include: sight, hearing, and touch.

**Environmental conditions** that may exist in the performance of the essential functions of this job include: the majority of the workday is spent indoors.