



RICE COUNTY HISTORICAL SOCIETY

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

Position Title: Inventory Specialist
Reports To: Curator
Employee Category: Contractor/Full-Time (40 hours/week) [Grant Funded]
Timeframe: 1 Year
Hourly Pay Range: \$19/hour

Supervision Received/Exercised

The Inventory Specialist receives general supervision and direction from the RCHS Curator.

Job Description:

The inventory specialist will be responsible for conducting an inventory of the Rice County Historical Society's Collection Storage Room (CSR). They will be responsible for reviewing all items on the shelving, in boxes, and in drawers to update or add collections records for those items. This inventory seeks to review nearly 45,000-50,000 over the course of the year. Specialists will be responsible for processing between 5-8 items per hour. A data profile containing the required fields and information will be provided to the Inventory Specialist.

RCHS will be hiring 3 Inventory Specialists as part of this grant. Inventory Specialists will be hired as independent contractors (1099) employees.

Specific Curator Duties and Responsibilities:

Collections Management

- Conduct inventories of collections spaces using RCHS data profiles and best practices and standards
- Identify and recommend collection items for conservation/repair considerations
- Identify and recommend collection items for deaccession
- Assist in maintaining collections records and ensure consistency in cataloging
- Accession items which are not already in the collection as Found In Collection (FIC)

MINIMUM QUALIFICATIONS FOR INVENTORY SPECIALIST:

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: Principles, Standards, and Best Practices of Collection's Management and Record Keeping.

Skill in: database tools (experience with PastPerfect and/or Collective Access is a plus), Microsoft Office Suite, Google Suite, and basic data entry.

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.

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 with occasional exposure to dust. Rare potential exposure to mold.

Applicants should submit a resume, cover letter, and three professional references to Dave Nichols, RCHS Executive Director at director@rchistory.org or by mail to 1814 2nd Ave NW, Faribault, MN 55021 by no later than December 12th.

NOTE: Any offers are contingent upon full approval of the grant by the Minnesota Historical Society. This project would be funded by a grant from the State of Minnesota's Clean Water, Land, & Legacy Amendment