

# Archivist

Position works with Collection Staff to preserve the history of Steele County by recording information about artifacts, photos, and documents in our collection database.



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## **DUTIES:**

- Cataloging items in PastPerfect Collection Software
- Creating images of items using scanner or digital camera
- Labeling artifacts with Object ID number
- Storing items and recording storage location

## **LOCATION:**

Archivist work must be completed on the Steele County Historical Society premises.

## **TIME COMMITMENT/REGULARITY:**

Recommended session length is 2+ hours during regular business hours of the History Center. Regular involvement of 2 – 4 sessions per month is recommended to maintain proficiency.

## **SKILLS:**

- Attention to detail
- Basic computer typing
- Data entry
- Keyboard shortcuts
- Internet research
- Some manual dexterity
- Occasional lifting 10-20 lbs

## **TRAINING:**

Initial commitment of 4 hours required for basic training, on the job training and support are constantly available.

- Windows 7 and keyboard shortcuts
- PastPerfect 5 Collection Software
- Epson Scanner
- Sony digital camera

## **CONTACTS:**

- Dan Moeckly, Archives Manager, [daniel.moeckly@steelehistorymuseum.org](mailto:daniel.moeckly@steelehistorymuseum.org)
- Robyn Ladd, Archives Assistant, [robyn.ladd@steelehistorymuseum.org](mailto:robyn.ladd@steelehistorymuseum.org)