

Researcher/writer

Position works with Archives Staff to preserve and share the history of Steele County by researching and writing short histories to be published via print, video, or Internet.

DUTIES:

- Research Steele County history, persons, and artifacts
- Write 100-300 word essays for SCHS publication

LOCATION:

Research work may require visiting and working in numerous sites which may include the Steele County History Center, Owatonna Public Library, various county historical societies, and the Minnesota Historical Society.

TIME COMMITMENT/REGULARITY:

Projects may range from 2 – 200+ hours with deadlines from 1 day to several years. Minimum of 3 hour sessions recommended. Some travel may be required.

SKILLS:

- Attention to detail
- Basic computer typing
- Paper and digital resource research
- Microsoft Word
- Strong communication skills
- Google Drive preferred
- Ability to set goals
- Create and keep records
- Email proficiency

TRAINING:

- SCHS specific resources
- Google Drive
- Digital research skills

CONTACTS:

- Dan Moeckly, Archives Manager, daniel.moeckly@steelehistorymuseum.org
- Robyn Ladd, Archives Assistant, robyn.ladd@steelehistorymuseum.org