

Collection Inventory

Position works with Archives and Collection Staff to preserve the history of Steele County by conducting a rolling inventory of SCHS collections.

DUTIES:

- Cross checking inventory list against physical items and their location
- Recording discrepancies on inventory list
- Correcting PastPerfect records (optional)

LOCATION:

Inventory volunteer will work in Steele County History Center Archives and various locations in the Village of Yesteryear.

TIME COMMITMENT/REGULARITY:

Minimum 1-2 hour sessions during regular business hours of the History Center. Casual one day volunteers welcome.

SKILLS:

- Attention to detail
- Ability to stand for length of time
- Ability to read and interpret lists
- Ability to occasionally lift 20-30 lbs.
- Ability to kneel and use ladders
- Color vision

TRAINING:

Training will be provided for SCHS inventory standards and handling of artifacts.

CONTACTS:

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