

The Steele County Historical Society seeks full and part-time contractors to undertake a large cataloging project concerning a portion of its collection. This project will focus on creating database entries for approximately 26,000 born-digital photographs of various residential and commercial properties in Steele County. Group and individual training on SCHS systems and workflows will be provided.

The contract will begin in February and will be ongoing for 10 months or until contract labor funds are exhausted. No guarantee of further contract. Work must be completed on site. Each contractor will set their own commitment to the project with a minimum of 8 hours and a maximum of 40 hours per week. Please indicate your intentions in your letter of interest.

Full project description is also available as a downloadable pdf via the SCHS website.

Rate: \$12/hour

Hours: After initial training period, hours will be flexible.

Qualifications:

- Minimum of one year of experience volunteering/working at a historic site/museum
- Self-starting and team minded attitude is a must
- Ability to complete tasks in a timely manner
- Follow the procedures for documentation as set by SCHS staff
- Ability to perform repetitious tasks and occasionally lift objects between 10 to 40 pounds
- Data entry skills are required
- Experience with PastPerfect preferred

Please email letter of interest, resume, and three references to: SCHSBoard@steelehistorymuseum.org

Set email subject line to "PCP2-022020" and attach documents in PDF or MS Word formats.

Applications are due by February 20th at midnight. Applicants will be contacted by noon on February 21 to confirm the reception of their materials. If you apply, and do not receive a confirmation email, please call the SCHS at 507-451-1420 on February 24 by noon CST, and alternative methods of submission can be discussed.