

Job Title: Archives and Collections Manager
Location: 1700 Austin Rd., Owatonna, MN 55060



Organization Overview

The Steele County Historical Society is a dynamic organization serving our audiences through public programs, research, exhibits, stewardship, and through our consistent visibility. We strive to be a credible educational resource, a welcoming gathering place, an active partner, and a forward-looking institution. The mission of the Steele County Historical Society is to preserve and share history today for tomorrow.

Position Summary

The Archives and Collections Manager oversees the care, inventory, and maintenance of the Steele County Historical Society's collections. The Manager is responsible for collecting and disseminating information regarding historic objects and concepts related to the history of Steele County and for the documentation, distribution, and rehousing of the Society's archives.

Primary Responsibilities

- Coordinate and organize the Society's collections archive, providing guidance in conceptualizing, planning, and implementing archival work.
- Assist the Society's Acquisitions and Collections Committee to ensure proper handling, tracking, and recording of newly acquired collections objects, loans, and donations.
- Recruit, train, coordinate, and supervise all volunteers, interns, consultants, contractors, and vendors working on research, archiving projects, and grant-related activities.
- Develop and build research resources for the Society, conducting research for specific Society projects as needed.
- Coordinate public research projects.
- Research opportunities for and write grants as needed for Society projects.
- Oversee collections data, ensure procedural uniformity, and provide approved museum practices for storage and cataloging.
- Manage archive supply budget.
- Assist with the development and implementation of in-house exhibits, including material sourcing for exhibit projects and providing information regarding protocols for artifact use.

Position Requirements

- Bachelor's degree in History, Anthropology, or Museum Studies.
- Experience in museum collection administration preferred.
- Familiarity with museum archives standards and best practices, environmental requirements for collection preservation, museum object cleaning, and conservation standards.
- Demonstrated ability to work with and communicate successfully with diverse groups of people.
- Proficient in the use of Microsoft Office including Word, Excel, and Outlook.
- Experience with Past Perfect preferred.
- Core hours are Monday through Friday, with a flexible work schedule as needed cover projects and events during evening and weekend hours.

This is a full-time, exempt position with a starting salary range of \$40,000-\$45,000. Benefits include paid holidays, vacation time, and sick/safe leave. Health and retirement plan benefits are not included.

To Apply

To apply, please send a cover letter, your resume, and a list of three work-related references to SCHSBoard@steelehistorymuseum.org. The application deadline is April 15, 2023.

The Steele County Historical Society is an Equal Employment Opportunity employer.