



Job Description: Museum Manager

\$14/hr; average 25 hrs/week

Duties:

- Manage historic collections
- Digitization of historic collections
- Conduct research to develop historic content
- Assist public with research requests
- Develop educational programs for schools, visitors, and community organization
- Schedule and coordinate events and history talks
- Conduct tours

Requirements:

- Experience working with collection databases
- Understanding of museum best practices related to collections and conservation
- Proficiency with Adobe and Microsoft Office programs as well as scanning and digital recording equipment
- Detail oriented, ability to work independently
- Excellent writing and communication skills
- Bachelor's degree in history, museum studies, anthropology or related field preferred

SEND RESUMES BY NOVEMBER 27, 2017 to history@boreal.org

Call or email Carrie with questions at 218-387-2883 / history@boreal.org

Cook County Historical Society

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