



Library Inventory Intern

Position Description:

The Scott County Historical Society (SCHS) is seeking on Library Inventory Intern. The intern is responsible for conducting an inventory of the SCHS Research Library materials and creating location identifiers. This unpaid position run for approximately 3 months with flexible hours. We ask interns to commit to at least 10 hours per week. The intern is supervised by the Curator of Collections.

General Information:

SCHS is a countywide professional institution taking a leadership role in managing Scott County's historical resources; it operates a museum and historic house in downtown Shakopee, MN. We serve our communities by preserving information and making it available through professional collection practices, exhibits, and education/outreach programs for people of all ages. We strive to make history relevant and fun.

Responsibilities:

- Develop location identifiers
- Identify and assign numbers to library items
- Input metadata into library catalog excel worksheet
- Represent the SCHS in a professional manner
- Represent SCHS at one (or more) town festival(s) – if summer intern
- Write one SCHS Blog post with a reference library focus
- Write one article for the Scott County SCENE publication on a topic related to Scott County history
- Intern may also assist in other areas of museum work, including other public programs, marketing and publicity, and/or visitor services

Requirements:

- Must have an educational background or demonstrated interest in library science, museum studies, or history
- Must have strong research, writing and oral communication skills
- Ability to lift up to 50 lbs. and stand or sit for long periods of time
- Proficiency with MS Office

To apply: please send letter of interest, resume, and two references by February, 1st, 2019 to:

David Nichols, Curator of Collections

dnichols@scottcountyhistory.org

Scott County Historical Society

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