Library Inventory Intern

Position Description:
The Scott County Historical Society (SCHS) is seeking a Library Inventory Intern. The intern is responsible for conducting an inventory of the SCHS Research Library materials and creating location identifiers. This unpaid position runs 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
235 Fuller Street South, Shakopee, MN 55379