

- JOB TITLE:** 1372 Collections Associate, Native American Artist-In-Residence Program
- OPEN TO:** This job is open to all applicants.
- LOCATION:** Minnesota History Center, 345 Kellogg Blvd. W., St. Paul, MN 55102
- SALARY:** \$20.98 hourly minimum
- STATUS & HOURS:** Full-time (approximate 1664 annual hours or 32 weekly hours);  
Project position through August 31, 2023.
- BENEFITS:** Eligible to participate in the State of Minnesota Group Insurance Program and a retirement program with employer contribution.
- CLASSIFICATION:** 08L Professional
- HIRING MANAGER:** Manager, Curatorial Affairs
- POSTING DATE:** October 19, 2020
- DEADLINE DATE:** November 2, 2020
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.
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**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants to provide administration and outreach, acquisition, document and evaluation support for the Native American Artist-in-Residence (NAAIR) program.

**SUMMARY OF WORK:** 1) facilitate the Native American Artist-in-Residence (NAAIR) program; 2) provide access to the collection through technology and related services for the collections, including related services for the Native American Artist-in-Residence (NAAIR) program; 3) participate in projects and outreach to promote access to the collections and other MNHS resources; 4) conduct research, writing, presentations, and other activities that enhance the knowledge base for the collection, including related services for NAAIR; and 5) assist in identifying Collection needs and advance acquisition records in support of collections department goals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree plus two years acquisitions or collections experience or equivalent.
- Knowledge of Native American Art and History.
- Knowledge of standards in care of historic collections.
- Ability to use Microsoft Office and Google software and email.
- Knowledge of or willingness to learn collections management system software.
- Technical skills and experience using internet and media technologies.
- Ability and willingness to maintain electronic and written records and to complete assigned reports.

- Demonstrated ability to communicate effectively in writing, by phone, and in person with varied audiences.
- Demonstrated ability to take initiative, to work independently and as a member of a team, and be self-motivated.
- Demonstrated ability to coordinate work and manage time.
- Ability, flexibility and willingness to occasionally work a varied schedule, including evenings and weekends.
- Ability to lift 20 pounds with assistance if necessary.

**DESIRABLE QUALIFICATIONS:**

- Advanced degree in museum studies, library science, American or public history, or a related field.
- Knowledge of Minnesota's Native American material culture and history.
- Experience working with researchers and other constituents.
- Experience operating the KE EMu collections management system.
- Knowledge of MNHS collections.
- Knowledge of Minnesota History.
- Public speaking experience.
- Significant practical collection experience in a museum.
- Experience operating a collections database.
- Demonstrated ability to properly catalog and document 3D collections.

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Should you have questions with the application process, email [humanresources@mnhs.org](mailto:humanresources@mnhs.org) or call MNHS Job Line at 651-259-3181.

*At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.*