

**JOB TITLE: Museum Aide Intern**

**ORGANIZATION: Renville County Historical Society**

**ORGANIZATION AND PROJECT SUMMARY: The Renville County Historical Society and Museum located in Morton, MN was established in 1940. The museum consists of a six building complex, including, two schoolhouses, machine shed, church, log cabin and the main museum. We provide guided tours, genealogical research and house artifacts, photos and documents pertaining to Renville County History.**

**Internship Project Summary: The intern will assist director in overall operation of small county museum, including, but not limited to, display work, tour guides, research, collection management and gift shop operation.**

**SALARY: \$2300 Stipend TYPE: Intern / 35 hours DEADLINE: 4/13/09**

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Tour Guide for walk-in traffic, school/youth tours, organizational tours and family reunions. Admission, Gift shop and Research sales.**

**Genealogical and County research via internet, phone and walk-in traffic.**

**Display research, planning, design, set-up and tear-downs.**

**Research and display annual theme.**

**Past Perfect Software data entry for artifacts, photographs and archives.**

**Filing, sorting, and organizing of records and artifacts in research center and archives.**

**Newspaper indexing.**

**Attending Board, committee, and area meetings with the director.**

**Museum marketing and public relations opportunities with director.**

**Research and compile a walking/driving tour a Renville County town.**

**Assist with assembly of newsletter.**

**EXPERIENCE AND QUALIFICATIONS:**

**Required: Good interpersonal skills; strong written and verbal communication skills; good computer skills; and experience working with children and the public.**

**Preferred: Knowledge in the fields of education, history, anthropology, and conservation; is familiar with archives and artifacts; marketing skills; and interest in local history.**

**HOW TO APPLY:**

**Send a cover letter and resume directly to the organization.**

**Renville County Historical Society  
441 North Park Drive  
Morton, MN 56270  
Attn: Jill Wohnoutka  
jill@renvillecountyhistory.com  
(507) 697-6147**