

<b>JOB TITLE:</b>	#1239 Collections Assistant, Sound & Visual
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
<b>SALARY:</b>	\$3,091.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, project (2,088 annual hours) position working through October 31, 2017. Renewal dependent upon funding and program need.
<b>CLASSIFICATION:</b>	05L Professional
<b>HIRING MANAGER:</b>	Head of State Archives
<b>POSTING DATE:</b>	October 16, 2015
<b>DEADLINE DATE:</b>	Application materials must be received by October 30, 2015.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Collections Assistant, Sound & Visual that supports digital activities related to audio and moving image holdings within the Sound & Visual and other collections, including project work with external partners, metadata cataloging, and digitization of materials.

**RESPONSIBILITIES:** 1) support the digitization of the KSTP television collection; 2) carry out digitization activities to create reproductions of sound and moving image holdings from the collections; and 3) support preservation of digital sound and video materials.

**MINIMUM QUALIFICATIONS:**

- High school diploma plus two years experience or formalized training within a professional discipline in history, library/archival studies or related field OR bachelor's degree in history, library/archival studies, or a related field plus one year of experience working in an archival setting or equivalent.
- Valid driver's license.
- Ability to lift and move 40 pounds.
- Adept at using Microsoft Excel, Access, Gmail, and Google docs for collaboration.
- Experience working with audio and visual media, such as ¾" U-Matic tapes and external hard drives.
- Experience working with standardized metadata and cataloging rules.
- Experience working with digital video files and software.
- Demonstrated ability to work independently and to ask questions as appropriate.
- Demonstrated ability to create, organize, and maintain process documentation.
- Strong verbal, written, and interpersonal communication skills.

**DESIRABLE QUALIFICATIONS:**

- Advanced degree in library, archives, information sciences.
- Experience digitizing obsolete audio and visual media types/formats.
- Experience with PBCore metadata set.
- Familiarity with Minnesota history.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

**Applications will be acknowledged**

**- No phone calls please -**