

**Sank County Historical Society
Job Description**

Position: Staff Assistant

FTE: .63 (25 hours per week)

Supervisor: Executive Director

Classification: Hourly, Non-exempt

I. Museum

- A. Prepare museum for visitors during set open hours
- B. Greet and direct visitors at the museum
- C. Encourage visitors to become members of the Society
- D. Assist with initial processing of incoming accessions according to collections policy if curator is not available.
- E. Handle visitor sales
- F. Record sales on daily tally sheet

II. Membership

- A. Assist membership committee with renewals and special mailings as needed
- B. Provide membership materials for public events and visitors
- C. Record membership contributions on daily tally sheet

III. Newsletter

- A. Prepare membership list and mailing labels
- B. Label newsletters and prepare bulk mailing

IV. Archives

- A. Assist researchers using the archival collections
- B. Keep library areas neat and orderly
- C. Coordinate research requests and work with volunteers to fulfill in timely manner
- D. Provide training and guidance for research volunteers
- E. Maintain PastPerfect files, backups and updates

V. Public events

- A. Keep RSVP list and record payments
- B. Help with promotion and execution of event as requested
- C. Keep statistics and notes on events

VI. Other

- A. Prepare weekly tally sheet for deposits
- B. Copy all checks, membership forms, and other donation forms
- C. Coordinate thank you notes to donors of accessioned items
- D. Provide monthly report to the board
- E. Other duties as requested by the Executive Director