

**JOB ANNOUNCEMENT:  
TOWNSHIP RECORDS MICROFILMING COORDINATOR**

The Mower County Historical Society is located in Austin, Minnesota, and was founded in 1947. The mission of the Mower County Historical Society is to discover, collect, preserve, and disseminate knowledge about the history of Mower County and relate it to the history of the state of Minnesota. The historical society oversees a fairgrounds site with 16 buildings and 11 outdoor exhibits as well as the Booth Post #130 GAR Hall in Grand Meadow.

This job announcement is for the hiring of a township records microfilming coordinator to complete the microfilming of township records for 12 Mower County townships. This position is a part-time 20 hours per week position with no guarantee of employment beyond the project's completion unless more funding is secured. This position was made available by grants from the Austin Area Foundation, Hormel Foundation, and the Arts & Cultural Heritage Fund's Minnesota Historical and Cultural Grants Program, administered by the Minnesota Historical Society. Funds for the ACHF were made available by the vote of the citizens of Minnesota on November 4, 2008, when a constitutional amendment was approved to raise the state sales tax by 3/8 of 1%.

**Qualifications**

- Minimum of six months experience as a staff member/volunteer at a historic site/museum with a majority of that experience in research or working with archival documents. Bachelor's degree in History, Museum Studies, Archives, or related field preferred but not required.
- Ability to organize project records and meet deadlines as necessary.
- Ability to work with multiple partners to ensure project efficiency.
- Must have a valid driver's license and transportation as some travel will be necessary with the position. Mileage will be reimbursed for project related expenses.

**Salary Information**

- This is a temporary part-time project position that begins January 31, 2012 and ends after 13 weeks. The maximum number of hours for this position is 260 hours and will be paid at a rate of \$8.00 per hour. There is no guarantee of further employment beyond the project period without additional funding or the creation of new projects requiring further employment.

**Application Procedure**

Please submit a resume, cover letter, and three references by Friday, January 6, 2012 by 4 PM to: Dustin Heckman, Mower County Historical Society, 1303 6<sup>th</sup> Ave. SW, Austin, MN 55912. Application materials can also be submitted via email to [mchsdir@smig.net](mailto:mchsdir@smig.net) with the subject line of "Township Records Microfilming Coordinator". Any questions about the position can be referred to Dustin Heckman, Executive Director via email or by calling (507) 437-6082.