

# PIPESTONE COUNTY HISTORICAL SOCIETY

Established 1880

Pipestone County Museum, 113 South Hiawatha Pipestone, MN 56146  
Phone: (507) 825-2563 Email: [piptymu@iw.net](mailto:piptymu@iw.net)



**Volunteer Title:** Collections Assistant, Records

**Project Title:** Excel Records Entry

**Purpose:** To take accession information from handwritten records and type it into an Excel sheet. Having a digital copy of the records creates a backup and allows for easy searching.

**Location:** The Collections Assistant works in the Pipestone County Museum located at 113 S. Hiawatha Avenue in Pipestone, MN.

**Project Responsibilities:**

- To transcribe collection records into Excel.

**Reports to:** Museum staff with any questions or concerns.

**The Length of Appointment:** Unlimited

**Time Commitment:** During regular business hours (Tuesday-Saturday 9:00 a.m. to 4:00 p.m.) to be determined between volunteer and staff.

**Qualifications:** Attention to detail, a basic knowledge of Excel.

**Support:** Volunteer will be given direction when starting the project.

**Age Requirement:** None