

PIPESTONE COUNTY HISTORICAL SOCIETY

Established 1880

Pipestone County Museum, 113 South Hiawatha Pipestone, MN 56146

Phone: (507) 825-2563 Email: 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