

Position Posting

Collections Move Technician – Anoka County Historical Society

August 3, 2026

Overview

Anoka County Historical Society (ACHS) is seeking to hire a Sr. Collections Technician (Sr. Tech) and up to two Collections Technicians (Tech), as independent contractors. The compensation range for the Sr. Tech role is \$32-\$40/hour; the compensation range for Tech roles is \$25-\$35/hour. Approximately 570 total hours are available for this project between September 15, 2026, and December 11, 2026.

Background and Scope

Anoka County Historical Society (ACHS) must move its extensive collection to a new location by January 2027. To ensure the safety of the ACHS collections while preparing for a move of this scale and timing, qualified temporary help must be hired.

The ACHS collection includes the full breadth of materials that tell the story of our community, and many of these items are stored in 1,400 archival boxes. Each box of materials is being assessed to ensure that the individual items are recorded correctly in Collective Access, are correctly numbered and labeled, and are securely packed for transport to the new facility. Completing as much of this process as possible is the primary goal in hiring for these technician roles, though candidates should expect to participate in other collections-move preparations as necessary to advance the project.

Work will primarily take place in the current Anoka County History Center, 2135 Third Ave N, Anoka, MN 55303. Some work activities may take place in other locations across the county, as needed, including the location to which the collections will eventually be moved.

Individual project team member schedules are flexible and may vary. Project work is expected to be completed between 9 am and 4 pm, Monday through Friday. Several working days with larger groups of volunteers are expected to be scheduled in the evenings or weekends; technicians may choose to work those days in their paid capacity as well if desired.

To perform this job successfully, ideal candidates will be expected to complete the following duties:

- Safely handle and manipulate collections materials
- Read and transcribe identifying numbers from labels, catalog books, and catalog cards
- Swiftly generate digital records from transcribed data into a spreadsheet
- Create, tie, and attach barcodes or labels to artifacts
- Photograph artifacts and drawers of artifacts as required
- Critically assess artifact stability and material makeup during the pre-packing stage
- Pack and unpack diverse types of artifacts safely and securely
- Fabricate appropriate, basic packing supports out of archival materials
- Construct crates and other large-scale packing containers to transport and store oversized items
- Perform basic operations within the museum's collections database, Collective Access
- Other move-related collections duties as assigned

Education and/or Experience

Successful applicants for the Sr. Tech role will have an undergraduate or graduate degree relevant to collections or museum work, as well as five years of experience working with collections, including specific experience preparing a collection for transfer between facilities. Applicants for Tech roles should have an undergraduate degree and two years of relevant collections experience.

Competencies

- Comfortable undertaking fine dexterity work and handling delicate materials
- Ability to complete repetitive tasks consistently, while maintaining the accuracy, safety, and integrity of tasks
- Detail oriented, with strong problem-solving skills
- Ability to wear PPE appropriate to the tasks assigned
- Strongly developed 3D-spatial reasoning skills

- Capable of working independently and as part of a team
- The ability to use a ladder, and spend much of the day standing, bending, and lifting (up to 30 lbs)
- Familiarity with Microsoft products, with specific experience in Excel
- Proficient typing skills

Benefits

- Free Museum Membership

Project Team

Executive Director Rebecca Desens will provide administrative oversight, budget management, and reporting to the board of directors, funders, and other stakeholders.

Volunteer Coordinator Sara Given will provide day-to-day leadership and ensure that decisions related to the collection align with ACHS's goals, values, and strategic direction.

Interns and volunteers with a wide range of experience will provide added labor and support for the project.

The Sr. Tech will work closely with the ACHS Volunteer Coordinator to provide technical support and leadership to the project team as part of their hands-on role in completing the project.

The Anoka County Historical Society (ACHS)

Until recently, the Anoka County Historical Society operated an 8,000-square-foot gallery, research library, and archive in downtown Anoka. Displaced by pending redevelopment, ACHS purchased Ticknor Hill Bed and Breakfast, an 1867 National Register property near Main Street. From there, the nonprofit will continue sharing the history of Anoka County's 21 communities through written accounts, photographs, oral histories, programs, tours, and events. A permanent repository for the artifact collection has not yet been established.

To Apply

Please send a resume and cover letter via email by 5 pm, August 21, 2026, to:
Rebecca@anokacountyhistory.org.

- Please title these documents with your first and last name (e.g., janedoe-resume.pdf); PDF, Word Doc, and Google Doc formats are all acceptable.
- Resume should be no more than two pages.
- Cover letter should identify the role for which you are applying (Technician or Sr. Technician), confirm your availability during the planned working days/hours, and provide any additional information or context regarding your relevant experience that you wish to highlight. Please limit this to one page in length.
- **ACHS will begin reviewing applications immediately;** the position posting will be removed from the ACHS website when either a sufficient pool of candidates has been established, or the roles are filled.
- ACHS expects to respond to applications within 5-7 days of submitting their application to schedule next steps and intends to have hires starting in September 2026.
- Please anticipate providing 2-3 professional references if selected as a leading candidate for any role at ACHS.