

Museum of the Rockies Inventory Summer Intern Job Description

Department: Registrar (Cultural History)

Internship Title: Inventory Intern (2019)

Overview: Cultural History internships are designed to provide opportunities for students to gain practical experience in a museum setting. The internships offer hands-on involvement with the care and management of the museum's extensive cultural history collection. The internship program aims to assist students in developing their professional goals and skill sets in the museum field, while offering a practical application of their academic interests.

Level of Responsibility: Reports to Registrar & Collections Manager for Cultural History

Specific Duties and Responsibilities:

Under the direct supervision of the Registrar & Collections Manager and the Assistant Registrar, some of the responsibilities include:

- Working with the museum's database, Argus, to inventory objects.
- Organizing and housing artifacts.
- Inventory, cataloging, and reconciling existing digital and paper records.

Qualifications:

- Individual must be enrolled in an accredited college or university and be currently working toward a degree related to the internship (History, Art History, Museum Studies, American Studies, Native American Studies).
- Detail-oriented.
- Excellent writing and descriptive skills.
- General knowledge of museums and museum practices.

Eligibility: Qualified (see qualifications) upper-level undergraduate students and graduate students who are enrolled in colleges and universities are eligible to apply.

Compensation: This internship is unpaid. Students may earn up to 3 credit hours. It is the student's responsibility to ensure that the internship is approved by their college or university.

Schedule and Hours: Internships are part-time positions for up to 8 hours per week. Hours must be completed between 9:00 am and 4:00 pm, Tuesday through Thursday. Internships will begin on an agreed upon date between the successful applicant and the museum. Internship hours must be concluded before August 23, 2019.

Application Procedures: Students interested in this internship must submit the following in .pdf format via email to Registrar & Collections Manager Lisa Verwys at lisa.verwys@montana.edu

- Cover Letter, including what you hope to gain from the internship
- Resume
- Brief writing sample (less than 1 page, may be an excerpt of a long piece)
- References do not need to be included in the application but will be requested of finalists

Application Process:

Applications must be received by 5:00 pm MST on March 5, 2019. The next step for finalists will be an in-person or phone interview between March 11-15, 2019. Successful applicants will be notified by March 22, 2019