

## **Term 1 2023: Collections Intern**

**Position Availability:** 3 Positions Available

**Site:** Museum of the West, 462 Ute Avenue, & Occasional Satellite Work

**Reports to:** Collections Manager

**Department:** Collections

**Schedule:** January - April 2023. Tuesday, Wednesday, Thursday, 10:00 am - 4:00 pm (Flexible) Interns will be scheduled for a minimum of 7 hours per week within these times.

### **Position Overview**

Museums of Western Colorado will be undergoing reaccreditation through the American Alliance of Museums. To prepare for this process, Term 1 Collections Interns will assist in projects relating to collections reorganization, data input, digital preservation, spatial improvement, content creation, and other projects as assigned. The Term 1 Collections Interns report to the Collections Manager.

### **Position Responsibilities**

- Catalog and process collections materials
- Photograph and/or scan of collections materials
- Data entry and clean up in online database
- Organize and maintain an orderly environment
- Perform basic cleaning/sanitizing tasks
- Assist in data collection and development in Collections
- 1-3 Social media posts per month, relating to position/current project
- Construct storage mounts and shelves
- Other responsibilities as assigned

### **Requirements for the Position**

- Strong attention to detail
- Strong verbal and written skills
- Strong organizational skills
- Strong comprehensive skills and ability to follow directions
- Experience with PC computers and typical software, & willingness to learn new software
- Must pass a background check
- Must have reliable transportation

### **Physical Requirements**

- Sitting and/or standing for extended periods of time
- Lifting heavy and/or oversized materials\*
- Climbing ladders\*
- Performing repetitive tasks

\* Accommodations can be made

## **ELIGIBILITY**

College students, recent graduates, graduate students, and nontraditional students are encouraged to apply. Students with majors in history, archaeology, paleontology, or related subjects are particularly encouraged to apply.

## **REVIEW PROCESS**

Unpaid interns and research assistants will be accepted throughout the year on a rolling application schedule. Applications need to be received at least a month before the proposed start date.

Please note that materials submitted in your application packet will not be returned.

The number and frequency of internships available varies. A department may be unable to offer an internship for a particular semester, for varying reasons, even after an opening has been posted. You will be notified if your chosen department is not able to offer an internship.

Note that before beginning, each intern will need to pass a criminal background check.

## **TIME REQUIREMENTS**

Interns must be available to work a minimum of 7 hours per week with flexible schedules within set hours.

## **ACADEMIC CREDIT**

Some colleges give credit for internships. Students are responsible for arranging with their schools to receive credit. Internships are unpaid.

## **Benefits**

In addition to getting in-depth exposure to the museum, MWC Internships also offer:

- Free admission to the museum
- A free membership to the Museums of Western Colorado
- Access to events and exhibitions at the museum
- Discounts for the museum's shops

## **Equal Opportunity**

All qualified applicants will receive consideration for an internship, fellowship, or research assistantship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. MWC offers equal opportunity and treatment to all who apply and is committed to diversity.