



BLM Archaeology Collections Internship

Reports to: Curator of History and Archaeology

Department: Museum of the West, BLM Repository

Position Overview

The BLM archaeology assistant is an opportunity to work hands-on with the BLM archaeological repository collection. This position will be dedicated to entering detailed information from the archaeological reports and/or artifact tags into the Museums' online database. These tasks include processing archaeological materials recovered by various archaeological firms, rehousing, input data into collections database, environmental improvement projects, and other duties as assigned.

Position Responsibilities

- Catalog and process collection materials
- Identify and describe archaeological materials
- Enter and clean up data in collections database
- Upload digital records to database
- Rehouse archaeological collections as needed
- Perform basic preservation tasks
- Photograph significant artifacts
- Assists in social media content creation
- Other responsibilities as assigned

Requirements for the Position

- Ability to initiate and perform tasks with limited supervision
- Must be detail oriented
- Comprehend archaeological reports and apply the information to our database
- Strong verbal and written skills
- Strong comprehensive skills and ability to follow directions
- Experience with PC computers and typical 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 boxes and folders
- Climbing ladders
- Performing repetitive tasks

- Must be able to lift 40 lbs.

ELIGIBILITY

College students, recent graduates, graduate students, and nontraditional students are encouraged to apply. Interns must have a background in archaeology.

TIME REQUIREMENTS

Interns must be available to work a **minimum** of 12 hours per week with adjustable schedules. Refer to the individual descriptions for hourly commitments.

ACADEMIC CREDIT

Some colleges give credit for internships. Students are responsible for arranging with their schools to receive credit. Internships are unpaid. Select internships for students from Historically Black Colleges and Universities are available as paid opportunities; please see specific internship descriptions.

BENEFITS

In addition to getting in-depth exposure to the museum after the completion of 20 hours 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.

