

Library Intern - 2023

Position Availability: 2 Positions Open Per Quarter

Site: Museum of the West, 462 Ute Avenue

Reports to: Collections Manager

Department: Special Library, Collections

Schedule: Tuesday, Wednesday, Thursday, 10:00 am - 4:00 pm (Flexible)

Position Overview

The Library Intern (2023) reports to the Collections Manager.

They are responsible for executing tasks in the Special Library at the Museum of the West. These tasks include processing library materials, organizing and updating library materials, data input into online databases, conducting research, environmental improvement projects, and other duties as assigned.

Position Responsibilities

- Catalog and process library materials
- Data entry and clean up in online database
- Organize and maintain an orderly environment
- Perform basic cleaning/sanitizing tasks
- Other responsibilities as assigned

Requirements for the Position

- Ability to initiate and perform tasks with limited supervision
- 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 books*
- Climbing ladders*
- Performing repetitive tasks
- Accommodations can be made

ELIGIBILITY

College students, recent graduates, graduate students, and nontraditional students are encouraged to apply. Although it is not generally required that interns have a history or paleontology major, museum departments may individualize their requirements. Eligibility varies for each internship term.

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. 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, 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.