



## **Regional History Museum Intern**

The Jeanne Rodger Lane Center for Regional History

### **POSITION INFORMATION**

Title: Regional History Museum Intern

Type: part-time, seasonal, non-exempt position

Location: Ketchum, Idaho

Reports to: Olivia Terry, Regional History Museum Intern

Compensation: \$16/hour

Benefits: none

Special Instructions: successful applicants must complete a criminal background check. Hours are Tuesday-Saturday, including some evenings.

### **JOB SUMMARY**

The Community Library seeks a part-time summer intern for the Center for Regional History. The summer Regional History Museum Intern assists the Regional History staff and will focus on Museum operations and Museum collections. Duties include leading the public through exhibits, performing daily museum operations, and entering descriptive metadata for collection objects. The ideal candidate has educational interests in history, storytelling, forensics, and/or museum studies, in addition to excellent communication skills.

### **DUTIES AND RESPONSIBILITIES**

- Provide friendly and helpful reception and guidance to museum visitors
- Perform detailed collections data entry, collections management, and record keeping
- Handle a camera for artifact documentation and manage digital image files
- Handle historical artifacts carefully and responsibly
- Assist with physical organization and sorting of museum artifacts in storage
- Perform retail transactions
- Perform other duties as assigned

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Work is performed primarily indoors and may involve sitting for long periods of time. This position requires intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted).

Successful applicants will need to comply with COVID-19 safety mitigations including but not limited to wearing masks, observing physical distancing, and enhanced sick policies.

## **QUALIFICATIONS**

- Demonstrated interest in history, education, humanities, museum operations, social justice and/or archives
- Friendly and outgoing demeanor and ability to interact with the public
- Strong computer skills and some experience with spreadsheets, Google Drive, Microsoft Office
- Attention to detail and willingness to learn
- Demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the library's aims
- Bilingual skills in English and Spanish are highly advantageous
- High school diploma or equivalent preferred
- Higher education coursework in history or the humanities preferred

## **APPLICATION INSTRUCTIONS**

To apply, please send a cover letter, resume, and contact information for three professional references as PDF attachments to [bringit@comlib.org](mailto:bringit@comlib.org) using the subject heading "Museum Intern First Name Last Name". Please direct questions to Nicole Lichtenberg, director of operations, at [bringit@comlib.org](mailto:bringit@comlib.org).

**First review of applications will begin April 17. Applications received before first review will be given priority.**