



Wood River Museum of History + Culture Summer Intern

The Jeanne Rodger Lane Center for Regional History

POSITION INFORMATION

Title: Wood River Museum of History & Culture Intern

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

Location: Ketchum, Idaho

Reports to: Mary Tyson, director of the Center for Regional History

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 Wood River Museum of History + Culture to assist with programs, exhibit development, and collections management, connecting the community with the Museum's offerings. The intern will work with the Regional History staff as part of a team. Duties include the study of central Idaho history to inform the public about the current exhibits; lead a tour about Ketchum history; and perform daily museum operations. The intern will also work with the collections specialist to further the organization of the Museum's collections. The ideal candidate has educational interests in history, storytelling, forensics, and/or public service, in addition to excellent communication skills. This is a 20-hour/week position, from approximately June 10 through mid-August.

DUTIES AND RESPONSIBILITIES

- Provide friendly and helpful reception and guidance to museum visitors
- Perform detailed collections metadata entry for collections management
- Assist with photography documentation
- Learn to use a camera and manage image files
- Handle historical artifacts carefully and responsibly
- Assist with physical organization and description of museum collections
- 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).

REQUIRED 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 preferred, but not required
- High school diploma or equivalent preferred
- College-level coursework preferred

APPLICATION INSTRUCTIONS

To apply, please email a cover letter, resume, and contact information for three references as PDF attachments to bringit@comlib.org. Please use the subject line "Wood River Museum Intern: first name, last name." In the cover letter, please describe your interest in Museums, public history, and/or interest in Idaho history. Include what skills you hope to develop through the course of the internship. Applications will be reviewed beginning April 5. Please direct all inquiries to bringit@comlib.org.