



Title: Collections Intern – two positions

Department: Collections

Supervisor: Collections Managers, Archivist, Registrar

Position Description: Summer internship to assist with the documentation of objects, specimens, and archives in the Museum of Northern Arizona's Collections which include archaeology, ethnology, fine arts, biology, geology, and paleontology holdings. This 10-12 week internship offers students an opportunity to gain experience photographing, documenting, marking, and rehousing objects/specimens as well as scanning, organizing, describing and rehousing archives.

Major Tasks and Responsibilities:

- Photograph objects
- Scan records
- Mark objects
- Rehouse objects/specimens and archives
- Catalog objects/specimens
- Inventory and update collection locations
- Assist staff with research requests and visits
- Determine and document ownership and intellectual property rights for collections
- Appraise institutional records
- Assist with Integrated Pest Management and housekeeping

Education and Experience Requirements:

Recent graduate or student seeking advanced degree in museum or archival studies, library/information science, anthropology, paleontology, or appropriate field.

Abilities, Skills, and Knowledge:

- Demonstrated ability to communicate, orally and in writing
- Good organizational skills and attention to detail
- Familiarity with database, spreadsheets, word processing software, and digital cameras
- Ability to work independently as well as with students, interns, and volunteers

Working Conditions:

Generally work indoors, 7 hours per day, usually between 9 am and 5 pm. Odd hours and long days may occasionally be required. Must be able to lift heavy containers (50lbs) and handle fragile items.

Position contingent upon passing a satisfactory background check

\$12 per hour (for a maximum of 34 hours a week) and housing are provided.

How to Apply:

Email the following documents to the contact information below:

- Cover letter
- Resume

In addition email or mail

- 3 letters of recommendation

Email MS Word Format or PDF to: jthomas@musnaz.org

Mail:

Human Resources Manager
Museum of Northern Arizona
3101 N. Fort Valley Road
Flagstaff, AZ 86001

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