



**MUSEUM of  
NORTHERN  
ARIZONA**

*Celebrating the Colorado Plateau*

**Title:** Collections Intern (two positions available)

**Department:** Collections

**Supervisor:** Collections Managers and Registrar

**Position Description:** Summer internship to assist with the documentation of objects and specimens, and (possibly) 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.

**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
- Assist with Integrated Pest Management and housekeeping

**Education and Experience Requirements:**

Recent graduate or student seeking advanced degree in museum studies, anthropology, paleontology, geology, biology 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, up to 34 hours per week, 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:**

Review of applications will begin March 31, 2018

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](mailto:jthomas@musnaz.org)

**Mail:**

Human Resources Manager  
Museum of Northern Arizona  
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