



Title: Collections Intern

Department: Collections

Supervisor: Registrar and Collections Manager

Salary: \$17.00/hour and housing provided

Position Description: Summer 2023 internship to assist MNA Collections staff with the appropriate documentation and processing of objects in the Museum of Northern Arizona's Collections. Focus will be working with archaeology, ethnology, and fine arts holdings. This 10-12 week internship offers students an opportunity to gain experience photographing, documenting, marking, rehousing, and packing objects. In addition, the intern may assist the Registrar and other MNA staff with exhibit maintenance.

Major Tasks and Responsibilities:

- Catalog, scan, mark, rehouse, and photograph objects
- Complete condition reports
- Inventory and verify/ update current locations
- Rotate exhibition space
- Assist staff with research requests and visits
- Assist with Integrated Pest Management and housekeeping

Education and Experience Requirements:

Undergraduate or graduate student seeking experience leading to a degree in museum studies, anthropology, art history or the natural sciences.

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
- Experience working with museum collections a plus
- Ability to work independently as well as with students, interns, and volunteers

Working Conditions:

Generally work indoors, between 9 am and 5 pm, up to 29 hours per week for a maximum of a 12 week internship during **May 22 and September 22, 2023**. Occasional odd hours or longer days may be required. Must be able to lift heavy containers (50 lbs.) and handle fragile items.

Position contingent upon passing a satisfactory background check.

How to Apply: Email is the preferred method of application submission.

Please submit a cover letter, resume, and three letters of recommendation to employment@musnaz.org. If you are not able to submit your information via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission. Review of applications will begin immediately.

We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.