

MUSEUMS of WESTERN COLORADO

Archival and Manuscripts Collections Intern

Reports to: Collections Manager
Department: Museum of the West Collections

Position Overview

The Archival and Manuscripts Collections Intern reports to the Collections Manager and is responsible for executing tasks in the Archival and Manuscripts Collections department at the Museum of the West.

These tasks include processing of archival collections in the work room or library, data input into collections database, conducting research, and other duties as assigned.

Position Responsibilities

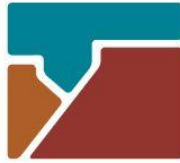
- Catalog and process archival collections
- Data entry and clean up in collections database
- Perform basic preservation tasks
- Monthly social media content creation
- Other responsibilities as assigned

Requirements for the Position

- Minimum of 7 hours per week
- Ability to initiate and perform tasks with limited supervision
- Strong verbal and written skills
- Strong comprehensive skills and ability to follow directions
- Experience with PC computers and typical software
- Willingness to learn new software
- Must pass a background check
- Must have reliable transportation

Physical Requirements

- Sitting and/or standing for extended periods of time
- Lifting heavy and/or oversized boxes and folders*
- Climbing ladders*
- Performing repetitive tasks
- Accommodations can be made



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ELIGIBILITY

College students, recent graduates, graduate students, and nontraditional students are encouraged to apply. Although it is not generally required that interns have a history or paleontology major, museum departments may individualize their requirements. Eligibility varies for each internship term.

REVIEW PROCESS

Unpaid interns and research assistants will be accepted throughout the year on a rolling application schedule. Applications need to be received at least a month before the proposed start date.

Please note that materials submitted in your application packet will not be returned.

The number and frequency of internships available varies. A department may be unable to offer an internship for a particular semester, for varying reasons, even after an opening has been posted. You will be notified if your chosen department is not able to offer an internship.

Note that before beginning, each intern will need to pass a criminal background check.

TIME REQUIREMENTS

Interns must be available to work a minimum of 7 hours per week with flexible schedules. Refer to the individual descriptions for hourly commitments.

ACADEMIC CREDIT

Some colleges give credit for internships. Students are responsible for arranging with their schools to receive credit. Internships are unpaid. Select internships for students from Historically Black Colleges and Universities are available as paid opportunities; please see specific internship descriptions.

Benefits

In addition to getting in-depth exposure to the museum, MWC Internships also offer:

- Free admission to the museum
- A free membership to the Museums of Western Colorado
- Access to events and exhibitions at the museum
- Discounts for the museum's shops

Equal Opportunity

All qualified applicants will receive consideration for an internship, fellowship, or research assistantship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. MWC offers equal opportunity and treatment to all who apply and is committed to diversity.