

BLM Internship 2022

Reports to: Curator of History and Archaeology

Department: Archaeology

Duration: 136 hours

Pay: \$13/hour

Position Overview

This internship offers a unique experience to learn about collections management, specifically in archaeological materials and data entry. This internship will provide the opportunity to work hands-on with archaeological materials within a museum setting, with emphasis on developing skills related to artifact processing, identification, storage, and collections management. The collection consists of archaeological materials that have been collected from BLM/State land.

Job Responsibilities

- Catalog and photograph archaeological materials
- Rehouse archaeological materials
- Transfer digital files
- Computer data entry and data clean up
- Perform basic preservation tasks
- Assists in social media content creation

Requirements for the Position

- Minimum of 15 hours per week, completing a total of 136 hours.
- Must be able to work Tuesday through Thursday within hours of 9-4
- 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
- Must have a current Tetanus shot

Physical Requirements

- Excellent spatial awareness
- Sitting and/or standing for extended periods of time
- Lifting heavy and/or oversized boxes
- Climbing ladders
- Performing repetitive tasks

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 anthropology major. Applicants must have a demonstrated interest in archaeology.

REVIEW PROCESS

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

TIME REQUIREMENTS

Interns must be available to work a minimum of 15 hours per week.

ACADEMIC CREDIT

Some colleges give credit for internships. Students are responsible for arranging with their schools to receive credit.

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.