



Museum Collections Internship – Summer 2018

The Heart Mountain Wyoming Foundation seeks an individual to serve as a Collections Intern for approximately 32 hours a week for 8 weeks during Summer 2018. The work will be completed at the Heart Mountain Interpretative Center in Powell, WY. The Registrar will present work assignments to the intern who will carry out tasks under moderate supervision. Work is reviewed and assistance is provided as needed. Current students or recent graduates with an interest in museum studies, history, public history, or archives preferred. Preference given to students who have prior experience with handling artifacts and archives and/or have completed museum studies coursework.

Start Date: June 4th (potential to start earlier or later)

Duties:

- Work with Registrar to complete inventory of collections in storage
 - update object locations in Excel/ArchivesSpace
 - mark accession numbers on objects that have temporary tags, as needed
 - re-house objects, as needed
- Prepare archival materials for Japanese American Confinement Sites (<https://www.nps.gov/jacs/>) grant project about Heart Mountain draft resisters
- Assist with other collections related projects (traveling exhibits, cataloging, environmental monitoring, etc.)
- Work with staff during the 2018 Heart Mountain Pilgrimage July 26-28 (<http://heartmountain.org/pilgrimage.html>)

Other duties and projects can be assigned depending on the intern's interests and skill level.

Position Requirements:

- Experience with collection management systems
- Proficient with Microsoft Excel
- Knowledgeable of basic museum collections/registration procedures and practices
- Capable of sitting/standing for extended periods of time
- Capable of climbing ladders to reach objects on shelves
- Lifting light objects (30 pounds) and lifting moderately heavy objects with assistance

Stipend: \$2,000 (federally funded through the JACS program)

Please email resume and cover letter to Danielle McAdams, Registrar, at dmcadams@heartmountain.org

Resumes accepted until April 30, 2018. Selected applicants will be contacted the first week of May to schedule interviews.