**Position Description**

**Summer Internship**

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|  | **Learning Outcomes**  | **Day-to-Day Tasks** |
| **Collections** |
|  | * From perspective of small museum with limited resources, teach professional museum collecting theory and best practices.
* Teach how to find an object’s historic significance.
 | * Create an inventory for 1-2 collections rooms.
* For assigned collections, properly pack, tag, and inventory boxes.
* For assigned collections, learn basic cleaning techniques.
* Research and write about a collection of objects based on primary sources.
* Read the materials presented on the subject.
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| **Archives** |
|  | * From the perspective of small museum with limited resources, teach archival collecting theory and best practices for research purposes.
* Learn basic research resources and techniques for requests (Ancestry, newspapers, censuses, and other primary sources)
 | * Inventory and organize the Cut Bank WWII Airbase architectural drawing collection.
* Create a finding aid for one collection.
* Answer simple archival requests.
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| **Preservation** |
|  | * Learning practical building preservation methods on small structures, including but not limited to the ten historic structures on site, all of which have varying needs.
 | * Assisting with the preservation of a small 10x12 Santa Rita post office building, a privy from a late 1930s oil refinery, and other small structures.
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| **Administration/Finance** |
|  | * Learn about the budget which is funded by memberships, the County, grants, and general donations.
* Learn about annual reports including Form 990 for the IRS.
* Learn about museum boards.
* Learn about fundraising.
 | * Develop gift shop inventory system.
* Keep daily record of admissions and sales.
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| **Interpretation** |
|  | * Learn basic history of Glacier County to teach the public through day tours, guided tours of historic structures, events, and presentations for Overnight in History program.
 | * Plan and implement 1-2 small events
* Participate in Point Drive-Inn events, recreating a late 1940s restaurant while also earning revenue for the museum.
* Interact with visitors
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| **Exhibits** |
|  | * Learn techniques for creating a quality exhibit on a small budget and staff.
 | * Assist with the implementation of small exhibits. Current themes including: oil field exhibit, reservation Blackfeet, Santa Rita market, soda bottles.
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| **Other duties as assigned.** |
| * Garden/flower care.
* Basic grounds keeping.
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| **Essential Skills & Abilities** |
| * Computer skills (Word, Excel, internet searches).
* Coursework in public history, archives, museum studies, historical methodology strongly preferred.
* Attention to detail.
* Ability to understand and follow instructions.
* Ability to verbally communicate clearly.
* Ability to use office equipment (computer, scanner, copier, camera, microfilm reader)
* Ability to lift and move up to 50 pounds.
* Ability to climb portable stair unit in warehouse to assess objects.
* Ability to handle a variety of cleaning agents.
* Sitting, standing, walking for a limited time.
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