**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. |
| **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. |
| **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. |
| **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 |
| **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. |
| **Other duties as assigned.** | | |
| * Garden/flower care. * Basic grounds keeping. | | |
| **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. | | |