Regional History Museum Intern
The Jeanne Rodger Lane Center for Regional History

POSITION INFORMATION
Title: Regional History Museum Intern
Type: part-time, seasonal, non-exempt position
Location: Ketchum, Idaho
Reports to: Mary Tyson, Director of the Center for Regional History
Compensation: $15/hour
Benefits: none
Special Instructions: successful applicants must complete a criminal background check. Hours are Tuesday-Saturday, including some evenings.

JOB SUMMARY
The Community Library seeks a part-time summer intern for the Center for Regional History. The summer intern position assists the Regional History Museum Librarian and will primarily focus on Museum operations. Duties include leading the public through exhibits, performing daily museum operations, and entering data for collection objects. The ideal candidate has educational interests in history, storytelling, forensics, and/or museum studies, in addition to excellent communication skills.

DUTIES AND RESPONSIBILITIES
• Provide friendly and helpful reception and guidance to museum visitors
• Perform detailed collections data entry, collections management, and record keeping
• Handle a camera and digital image files
• Handle historical materials and artifacts carefully and responsibly
• Assist with physical organization and sorting of museum materials in storage
• Perform retail transactions
• Perform other duties as assigned
PHYSICAL REQUIREMENTS AND WORKING CONDITIONS
Work is performed primarily indoors and may involve sitting for long periods of time. This position requires intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted).

QUALIFICATIONS
- Demonstrated interest in history, education, museum operations, social justice or archives
- Friendly and outgoing demeanor and ability to interact with the public
- Strong computer skills and some experience with spreadsheets, Google Drive, Microsoft Office
- Attention to detail and willingness to learn
- Demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the library’s aims
- Bilingual skills in English and Spanish are highly advantageous
- High school diploma or equivalent preferred
- Higher education coursework in history or the humanities preferred

APPLICATION INSTRUCTIONS
First review of applications will begin March 20, 2020. Successful applicants will be notified by April 30, 2020. To apply, please send a cover letter, resume, and contact information for three professional references as PDF attachments to bringit@comlib.org. Please direct questions to Nicole Lichtenberg, operations manager, at bringit@comlib.org.