

# SHELDON MUSEUM AND CULTURAL CENTER

Haines, Alaska

Position Description

JOB TITLE: **Museum Intern**

REPORTS TO: Museum Director, Community Coordinator, Coordinator of Exhibits & Collections

SUPERVISES: Volunteers

Range: A

GENERAL FUNCTION: This position conducts tours, interprets local history, handles collections and oversees or assists with museum operations and special museum projects as assigned.

## PURPOSE AND GOALS FOR INTERNSHIP:

Our goal is to provide the intern with experience of how a small, regional museum operates. In today's job climate, a museum studies student needs to show they have experience working in a real museum. We have designed the internship to provide that experience. The collections, museum store, museum exhibits, and educational programs are essential to a small museum being fiscally solvent and considered important to a community. Learning how to integrate all of the museum's activities, while still managing and protecting the collection, is a skill that is hard to learn and hard to master as a small museum staff person. We are providing the opportunity for the intern to safely learn these skills, under supervision of staff who are expert in them. In return, we are grateful for the additional staffing in mission critical areas during our winter and spring seasons.

## POSITION RESPONSIBILITIES:

1. Responsible for operational functions of the Museum to supplement regular staff (weekend shifts and during the week as needed). This includes supervising volunteers and responding to emergencies.
2. Performs all duties of Reception and Museum Store positions as needed.
3. Assists with Operations, Administrative, Exhibits and Collection tasks. The intern will spend at least half her time working on collections projects. The intern will spend half her time working with the Director, the Community Coordinator, and the Museum Store Manager.
  - a. **Collections:** In particular, the intern will be working on a collections inventory project slated to start in January. The intern will work under the direction of the Museum Assistant for Collections, and may help supervise volunteers in collections. Collections work may include updating Past Perfect records, freezing boxes coming in from an outside storage area, scanning photographs, cataloging incoming objects under the supervision of the staff, inventorying box contents, and digitizing oral histories (if there is time). As the intern builds confidence and shows skills working with the database and collection, she will be given more autonomy on this project.
  - b. **Museum Store:** The intern will spend time in the store helping with the annual inventory, learning how to make sales, present merchandise and run the register. (Given that we have volunteers for most of these tasks, we do not expect this to be a large part of the intern's regular duties.) She will help the store manager develop and launch an online Amazon store designed to increase our sales to a wider market.
  - c. **Administration:** With the Director, the intern will learn about finding grants and writing grants to support the museum's mission and work goals. The intern will also sit in on at least one board meeting and learn about budgeting and board packets. (Our budget cycle begins in February and culminates in June.)

- d. **Marketing:** With the Community Coordinator the intern will learn how to create event posters and use our graphics software and large format printer. She will help with one of our radio shows and assist with evening programs, such as First Friday, and exhibit openings.
  - e. **Exhibits:** With the Community Coordinator, the intern will help with exhibits, learning how to pull objects, research and write exhibit copy, print labels and install an exhibit. She may help develop a small archive exhibit for the new archives storage and study area.
4. Works effectively as part of the Museum staff, ensuring that the objectives of the Museum are achieved. This may include performing certain tasks from another job description when that person is absent. This includes opening the Museum on weekends or odd hours for tours or programs.

#### KNOWLEDGE, SKILLS AND ABILITIES

The requirements and characteristics listed below are representative of the knowledge, skills and abilities required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to assume responsibility for Museum operations when on site.
2. Ability to work without supervision.
3. Must be punctual and be able to supervise volunteers.
4. Excellent interpretive, interpersonal oral and written communication skills.
5. Knowledge of or ability to learn local history, Museum mission, and Museum exhibit interpretation.
6. Ability to operate the Museum's computer programs.
7. Ability to understand and work within the special needs and requirements of a museum environment.
8. Works well with others as part of a team.

#### MINIMUM EMPLOYMENT STANDARDS

1. Attending or recently completed a graduate program in Museum Studies or Public History.
2. Ability to work a flexible schedule that will include weekends, evenings and holidays.
3. Position requires performing physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds.
4. May require lifting and moving objects and other collection items with special care as necessary for acceptable museum standards.
5. Good general physical health including the ability to walk up and down stairs.

STATUS: Regular/Seasonal. 40 hours per week for 6 months.

START/END DATE: January 2, 2017 until June 30, 2017

BEGINNING SALARY: \$10 per hour

BENEFITS: State of Alaska SBS in lieu of Social Security and PERS.

Membership in the Laborers Local 71 Union providing holidays and leave is optional.

Accommodations and utilities provided.

#### EVALUATION PROCEDURES:

Initially, the Director will check in with the intern daily, and then every few days, to ensure the internship is working out. The intern will be formally evaluated by the Director in mid-February, using the Haines Borough's staff evaluation form. At that time, the internship goals will be revisited and revised as needed. The intern will participate in weekly staff meetings and will be treated as staff during her internship. In April, the Director will sit down with the intern for a semi-formal evaluation, again, checking on the internship goals and whether they are being met. In June, at the end of the internship, there will be an exit evaluation using the Haines Borough evaluation form.