Position: Museum Intern (Seasonal)	Department: History Center
Reports to: Assistant Director	Revised: April 2025
Status: Nonexempt	

Position Summary
Working at the History Center under the Assistant Director of Technology & Collection, assists in adding content to the organization's online repositories. The Museum Intern may be assigned to other areas of responsibility as necessary.

Contacts
The Museum Intern has internal contact with Library & History Center staff and external contact with patrons and the general public. This position has access to Library & History Center resources.

Primary Function
- o Access existing digital content from the organization's internal repositories and uploading them to its external repositories.
- o Use Google Docs and Sheets for project status management.
- o Use Dropbox and external hard drives to retrieve digitized files for upload.

Collateral Functions
1. Adheres to the Library's security guidelines and ensures the appropriate handling of sensitive information.
2. May work non-traditional hours based on operational needs and to meet the needs of the community.
3. Completes special projects specific to the function of the History Center or as needed for the History Center.
4. Other duties as assigned within the scope of position expectations.

Knowledge, Skills, and Abilities
A. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with History Center patrons, co-workers, and the community.
B. Excellent computer skills in a Windows environment. Proficiency using internet browsers and common software programs including Microsoft Office required.
C. Ability to learn and use various museum software and systems.
D. Strong written and verbal communication skills.
E. Ability to follow-up and follow-through with strong attention to detail.
F. Ability to work well and maintain professionalism under occasional times of stress and pressure.
G. Familiarity with operating office equipment and standard clerical practices.
H. Demonstrates ability to follow oral and written instructions independently.
I. Adheres to all Library and departmental policies and procedures.

Experience, Education, and Licensure
Minimum Experience: Currently enrolled in graduate or undergraduate coursework in History or a related field.
Minimum Education: High School Diploma or equivalent.

Physical Demands
The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. While performing the duties of this job, the intern will divide their time between standing and sitting. The intern will occasionally reach, stoop, kneel, or climb a stool.
2. The intern will use their hands to use Library tools and equipment; such as a computer keyboard and mouse.

3. The intern must occasionally lift and/or move up to 35 pounds; and occasionally push/pull a loaded cart weighing up to 200 lbs. over carpeted floors for up to 60 feet.
4. The intern will frequently speak and listen when interacting with co-workers and patrons.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. The noise level in the work environment is usually moderate.
2. Patron traffic fluctuates on a seasonal basis.
3. The temperature in the work environment is controlled.

Nothing in this position description restricts management's right to assign or reassign duties to this job at any time.