

Cody Firearms Museum Intern Job Description

Department: Cody Firearms Museum

Intern Title: Cody Firearms Museum Intern

Overview: This internship is designed for applicants interested in firearms and public history. The individual will work primarily with Cody Firearms Museum staff and registration on updating an inventory of all collection items at the Cody Firearms Museum. The individual will also present scripted educational programs in the galleries when not assigned to the inventory project.

Level of Responsibility: Reports to Curator and Coordinates with Senior Registrar

Specific Duties and Responsibilities:

- Assist with inventory upgrade of the CFM
- Research firearms and accoutrements in the collection
- Conduct educational programs in the gallery
- Blog once a week about research
- May be assigned to additional curatorial tasks/exhibition prep

Qualifications:

- At least 2 years of college, or equivalent experience in the firearms industry
- Interest in the history of firearms, with a detail-oriented mindset
- Ability to interpret firearms in an apolitical way is essential
- Experience in blogging and updating social media in a professional setting preferred
- Strong Microsoft Office Suite skills
- Experience with museum cataloging software preferred
- Excellent written and oral communication skills
- Good interpersonal and organizational skills
- This position requires discretion and maturity

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