

Firearms Records Office Intern Job Description

Department: Cody Firearms Records Office

Intern Title: Firearms Records Intern

Overview: The Cody Firearms Records Office is the source for serial number specific information on Winchester, Marlin and L.C. Smith. The Firearms Records internship provides the appropriate candidate the opportunity to work with original factory records from Winchester, Marlin and L.C. Smith and assist Records Office Staff in disseminating the information to interested individuals around the world through factory letter sales and membership benefit fulfillment. Intern will also assist in preparing records for future use.

Level of Responsibility: Reports to Firearms Records Specialist

Specific Duties and Responsibilities:

Specific duties include, but may not be limited to:

- Performing serial number searches on Winchester, Marlin and L.C. Smith firearms
- Selling and preparing factory letters
- Preparing firearms records collection for daily use (scanning and indexing)
- Completing Extended Research projects
- Interacting with customers and patrons in person and over the phone
- Research and prepare weekly social media posts, blogs, and articles.

Additional Information

- Requires attendance at Winchester Arms Collectors Association gun show in Cody in July.
- Requires attendance at the Buffalo Bill Invitational Shootout in Cody in early August.

Qualifications

- Currently enrolled or recently completed coursework in history, archives, public history, or related field
- Some firearms knowledge is helpful but not required
- Experience with Microsoft Office and PhotoShop Elements