

## **Cody Firearms Museum Intern Job Description**

**Department:** Cody Firearms Museum (CFM)

**Internship Title:** Cody Firearms Museum Intern (2019)

**Overview:** This position's primary duties will include aiding our renovation process and getting the museum ready for our opening, cataloging the collection and data entry, photography, conducting educational programs in the galleries, and creating social media and blog posts. Any candidate should be able to work with attention to detail. Museum and firearm experience are not required for this position; however, candidates should have a strong interest in exploring museum careers. All levels of secondary and post-secondary education will be considered. Our preferred term for the intern to be on-site will be May through August.

**Level of Responsibility:** Reports to Assistant Curator, Cody Firearms Museum

**Specific Duties and Responsibilities** (include but may not be limited to):

- Create written and digital catalog files for artifacts using ARGUS software.
- Aid in the CFM renovation project as we finalize the galleries in May and June.
- Interacting with visitors in person through educational programming.
- Create social media posts across four (4) platforms, and weekly blog posts.

**Additional Information:**

- Requires attendance at Winchester Arms Collectors Association gun show in Cody, July 12 – 14.
- Required attendance for the CFM Grand Opening July 6.
- Required attendance for the Arsenal of History Symposium July 15 – 16.
- Optional event attendance.

**Qualifications:**

Currently enrolled or recently completed coursework in history, museum studies, public history, or related field.