

Firearms Records Intern Job Description

Department: Cody Firearms Records Office

Internship Title: Firearms Records Intern (2019)

Overview: The Cody Firearms Records Office provides serial number specific information on Winchester, Marlin and L.C. Smith firearms owners around the world. The Firearms Records internship provides the appropriate candidate the opportunity to work with original factory records from Winchester, Marlin, L.C. Smith, and Ithaca. Intern will assist Records Office Staff in serial number searches, factory letter sales, and membership benefit fulfillment.

Level of Responsibility: Reports to Firearms Records Specialist

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

- Scanning and indexing firearms records collections.
- Performing serial number searches on Winchester, Marlin, and L.C. Smith firearms.
- Selling and preparing factory letters.
- Completing 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:

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- Selling and preparing factory letters.
- Completing research projects.
- Interacting with customers and patrons in person and over the phone.
- Research and prepare weekly social media posts, blogs, and articles.