

Note: The Buffalo Bill Center of the West plans to host interns in 2021, however, with the often-changing COVID-19 situation, we cannot guarantee it. Please monitor centerofthewest.org/learn/internships/ for updates.

INTERN JOB DESCRIPTION Summer 2021

Department: Curatorial/Draper Natural History Museum

Supervisor: Nathan Doerr, Willis McDonald IV Curator of Natural Science

Intern Title: Draper Curatorial Intern

Overview: The Draper Natural History Museum opened in 2002 as the newest museum of the Buffalo Bill Center of the West, serving as an introduction to the Greater Yellowstone Ecosystem (GYE). This internship will explore the Draper, its mission, and its various functions in collections, exhibits, research, and programming. Throughout the experience the intern will receive hands-on opportunities in each of those areas, including specimen preparation, collections management, writing of exhibit labels and/or social media posts, and participation in research/programming. As a final project, the intern will work with the curator to develop a final project combining the Draper's natural history specimens with either exhibits, programming, and/or social media to ignite curiosity, drive exploration, and create advocates of the GYE.

Level of Responsibility: Intern will receive on-the-job training in a variety of new environments while working under close supervision as they gain experience working on small tasks within larger projects.

Specific Duties/Responsibilities:

- Digitize collections records using the Center's collections management system, ARGUS
 - Photograph natural history specimens
 - Update natural history specimen locations in ARGUS
- Assist with natural history specimen preparation
- Assist with non-personal interpretation in the form of exhibit labels or social media posts
- Assist with in-person or virtual programming opportunities
- Assist with field research, depending on time availability and interest of intern

Qualifications:

- No prior experience digitizing records is necessary; all training provided
- Must have strong interest in natural history (e.g., botany, zoology, conservation biology, geology, paleontology, environmental history, environmental science, or another appropriate field) and museum studies
- This internship requires an acute attention to detail and accuracy in copying data from printed records into digital formats
- Must be at least 18 years of age
- Must be able to stand or sit for long periods of time
- Must have strong work ethic and be dependable

Institutional Goals and Benefits: The internship will provide the Center/Draper with an opportunity to provide an experience in natural history for an intern while they contribute to the collection, collections management, exhibits, and programming. Additionally, the intern will not only aid the curator but will also serve as a different voice/perspective for content, especially social media.

Strategic plan themes addressed will include:

- Knowledge (Increase the impact of research);
- Audience (experiment in both programming and content in ways that will make the museum both relevant and experiential); and
- Community (foster a sense of connection to the museum and its resources among extended communities).