

INTERN JOB DESCRIPTION
Summer 2023
Firearms Records Intern

Department: Cody Firearms Records

Intern Direct Supervisor: Firearms Records Specialist

2023 Project Overview and Goal: 2023 intern will continue the current Savage Arms Corp. collection scanning project to make these serial number records readily researchable for Records Office staff to sell factory letters and searches.

Specific Duties / Responsibilities: Handling of archival documents, scanning, data entry, research, some customer contact.

Qualifications: Undergraduate studies or degree in history, museum studies, or similar. High school graduate considered on a case-by-case basis.

Institutional Goals and Benefits: Records Office interns forward the work of the department by improving accessibility of serial number records, decreasing turnaround time of search requests, and ultimately increasing revenue.