

INTERN JOB DESCRIPTION

Summer 2024

Cody Firearms Museum / Exhibition Intern

Date: January 19, 2024

Title: Cody Firearm Museum / Exhibition Intern

Department: Cody Firearms Records Office

Position Reports To: Cody Firearms Museum Curator / Exhibits Manager

Status: Seasonal / Exempt / Full-Time

Summary: This is a 400-hour internship working with the Cody Firearms Museum (CFM) and Exhibition staff at the Buffalo Bill Center of the West primarily to create display mounts and work on content within the museum galleries.

Job Duties:

- Working with CFM staff to conduct inventory-related tasks and catalog artifacts as needed.
- Developing content with CFM staff for future exhibit rotations.
- Answering visitor inquiries.
- Completing research projects as assigned.
- Assisting CFM staff preparing content and posting to social channels.
- Assisting Records Office staff as needed.
- Removal / transport / installation of firearms. Designing and manufacturing new foam drawer sleeves.
- Assisting in general gallery updates and maintenance.
- Assisting in manufacturing object mounts.

Competencies:

- Familiar with MS Office Suite.
- Ability to work independently.
- Familiar with safe firearms handling procedures preferred but not required.
- Communicating professionally with other staff and visitors.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Enrolled in undergraduate or higher program in museums, history, or related field.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and

conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing			X	
Walking			X	
Bending Over		X		
Crawling	X			
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying				
10lbs or less		X		
11lbs to 25lbs		X		
26lbs to 50lbs		X		
51lbs to 70lbs		X		
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision		X		
Color Recognition		X		
Hearing			X	

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		X	
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat		X	
Excessive Humidity/Dampness		X	
Noise/Vibrations	X		
Working with Chemicals/Detergents/Cleaners		X	
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces		X	
Motorized Equipment or Vehicles		X	
Working with Machinery/Motorized Equipment	X		
Climbing on Scaffolds or Ladders		X	