

**INTERN JOB DESCRIPTION
Summer 2024**

Draper Natural History Museum Curatorial Intern

Date: December 14, 2023

Title: Draper Natural History Museum Curatorial Intern

Department: Draper Natural History Museum

Position Reports To: Corey Anco, Willis McDonald IV Curator of Natural Science

Status: Non-Exempt / Full-Time

Summary: 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, exhibit interpretation, social media writing, and participation in research/programming. 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.

Job Duties:

- Assist Draper Natural History Museum curatorial staff with the execution of public Roadside Geology fieldtrips.
- Audio and visual support with Lunchtime Expedition programs.
- Assist with specimen preparation, digitization of collections, and record location updates in ARGUS.
- Assist Draper staff with interpretation in the form of exhibit labels or social media posts.
- Assist Interpretive Education with interdepartmental programs.
- Assist with field research, depending on time availability and interest of intern.

Competencies:

- High school diploma or equivalent.
- No prior experience digitizing records is necessary; all training provided.
- Must have a 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 job requires acute attention to detail and accuracy in copying data from printed records into digital formats.
- Clean driving record.
- Must be able to stand or sit for long periods of time.
- Must have strong work ethic and be dependable.
- Lab work will involve working with deceased wildlife. Candidate must be comfortable with specimen preparation procedures involving skinning, removing tissue, and handling wildlife carcasses. Training will be provided.

Supervisory Responsibilities:

- None

Required Education and Experience:

- High school diploma or equivalent

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.

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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