

INTERN JOB DESCRIPTION

Summer 2024

Firearms Records Office Intern

Date: December 19, 2023

Title: Firearms Records Office Intern

Department: Cody Firearms Records Office

Position Reports To: Firearms Records Specialist Jessica Bennett

Status: Seasonal / Internship, 40 hours/week

Summary: The Cody Firearms Records Office provides serial number specific information on Winchester, Marlin, and L.C. Smith to firearms owners around the world. Firearms Records internship provides the appropriate candidate the opportunity to work with original factory records from Winchester, Marlin, L.C. Smith, Ithaca, Savage, and A.H. Fox. 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.

Job Duties:

- Continue current scanning and indexing projects.
- Assist in search and letter production as needed.
- Create social media content.
- Perform survey and extended research as needed.

Competencies:

- Interest in archival research.
- Careful handling of artifacts.
- Attention to detail.
- Word processing and writing.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Undergraduate studies or degree in history, museum studies, or similar. High school diploma only considered on a case-by-case basis.

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	