

INTERN JOB DESCRIPTION
Summer 2025
Cody Firearms Museum

Date: January 16, 2025

Title: Cody Firearm Museum Intern

Department: Cody Firearms Museum

Position Reports To: Cody Firearms Museum Curator

Status: Non-Exempt / Seasonal

Summary: This position will be a 400-hour internship working with the Cody Firearms Museum (CFM) and Exhibition staff at the Center of the West to work with CFM staff to re-house a significant portion of the CFM's ammunition collection into the ammo storage space created as part of the VT installation. This intern role will work projects as available, including research into CFM's artifacts selected for Buffalo Nation 250, but will primarily assist with the needed collections move in support of the Collections storage project.

Job Duties:

- Working with CFM staff to rehouse artifacts into appropriate storage locations.
- Developing content with CFM staff for Buffalo Nation 250.
- Answering visitor inquiries.
- Completing research projects and artifact cataloging as assigned.
- Removal / transport / installation of firearms for exhibit rotations.
- Assisting in general gallery updates and maintenance.

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		