

INTERN JOB DESCRIPTION
Summer 2025
Firearms Records Office Intern

Date: January 16, 2025

Title: Firearms Records Intern

Department: Cody Firearms Records

Position Reports To: Jessica Bennett, Firearms Records Specialist

Status: Non-Exempt / Seasonal

Overview: The Cody Firearms Records Office provides serial number specific information on Winchester, Marlin and L.C. Smith firearms owners around the world. The Firearms Records internship provides the appropriate candidate the opportunity to work with original factory records from Winchester, Marlin, L.C. Smith, Ithaca, Savage, A.H. Fox, and Stevens. Intern will assist Records Office Staff in digitization of records, serial number searches, factory letter sales, and membership benefit fulfillment, ultimately increasing revenue.

Job Duties:

Specific duties include, but may not be limited to:

- Scanning and indexing firearms records collections, specifically the A.H. Fox cards and Ithaca microfiche.
- Assisting with serial number searches on Winchester, Marlin, Savage, Ithaca, A.H. Fox, and L.C. Smith firearms.
- Editing and preparing factory letters.
- Creating social media content.
- Interacting with customers and patrons in person in the office and at the Winchester Arms Collectors Association annual show in Cody in July.
- Participating in ongoing survey work.

Competencies:

- Demonstrated ability to work independently and collaboratively.
- 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 students and recent graduates considered on case-by-case basis.
- Interest in or experience working with archival materials.
- Some familiarity with firearms and firearms history helpful.

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.