

INTERN JOB DESCRIPTION

Summer 2025

Indian Education for All Intern

Date: January 16, 2025

Title: Indian Education for All Intern

Department: Education

Position Reports To: Heather Bender, Native Education Outreach Specialist

Status: Non-Exempt / Seasonal

Summary: The Indian Education for All intern will actively use the Plains Indian Museum's resources and collections to foster broader understanding and stronger exchanges between Native communities, the Center, and its many audiences. In addition, the intern will support the Native Education Outreach Specialist in disseminating resources and lesson plans to teachers statewide.

The intern will collaborate with the Native Education Outreach Specialist and others in the Education Department as well as the Plains Indian Museum curatorial staff to enhance visitor engagement and support Indian Education for All initiatives. This internship provides a college or graduate-level student with hands-on experience in museum education, Indigenous studies, and education with a focus on interpretation, resource and program development, as well as community development and collaboration.

The intern will play a critical role in supporting Indian Education for All summer 2025 programming and work with tribal communities to develop shared bison resource materials for educators nationwide. This will culminate in digital education resources and gallery programs that will support an upcoming major exhibition.

This opportunity is ideal for candidates passionate about Indigenous studies, education, museums, and curriculum development who are eager to gain valuable experience in a professional setting. The intern will gain practical experience and receive mentorship from experienced museum professionals, and work in a dynamic, interdisciplinary environment.

Job Duties:

- Develop an understanding of Wyoming Indian Education for All standards and create IEFA lesson plans using Buffalo Bill Center of the West content and resources.
- In collaboration with the Native Education Outreach Specialist, partner Wind River Reservation community groups to develop bison/food sovereignty educational resources.
- Support Native Education Outreach Specialist in the implementation of summer Indian Education for All teacher professional development.
- Develop and implement museum educational programs for summer visitors.

Competencies:

A successful candidate for the Indian Education for All Intern position will exemplify the following qualities:

- **Adaptability:** Demonstrates flexibility and a willingness to learn in a dynamic environment.
- **Collaboration:** Works effectively with team members, educators, visitors, and outside consultant groups fostering positive relationships and common goals.
- **Initiative:** Takes proactive steps to complete tasks and contribute to departmental goals.
- **Communication:** Possesses strong verbal and written communication skills, including the ability to interact effectively with diverse audiences.

- **Organization:** Manages time efficiently, prioritizes tasks, and maintains attention to detail in all responsibilities.
- **Curiosity:** Shows a genuine interest in Indigenous studies, museum education, and a commitment to personal and professional growth.
- Experience in research, lesson plan development, and working with diverse audiences is a plus.
- Must be able to sit or stand for long periods of time.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Advanced undergraduate or graduate-level students, and/or practicing educators seeking continuing education.
- Interest in Indigenous Studies; Indian Education for All; Culturally Sustaining/Responsive Pedagogy; and/or Diversity, Equity, Access, and Inclusion strongly encouraged.
- Experience in research and lesson plan development.
- Must be able to sit or stand for long periods of time.
- Demonstrated ability to work independently and collaboratively.
- Strong interpersonal, communication, and writing skills.

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