

**INTERN JOB DESCRIPTION  
Summer 2025**

Bison 250 Exhibition Library & Research Intern

**Date:** January 16, 2025

**Title:** Bison 250 Exhibition Library & Research Intern

**Department:** McCracken Research Library

**Position Reports To:** Cassandra Day, Archivist

**Status:** Non-Exempt / Seasonal

**Summary:** To support archival research and digitization in preparation for the Buffalo Bill Center of the West and McCracken Research Library's Buffalo Nation 250 exhibitions, which will open in 2026. The intern will also have responsibilities in other library areas, including serving patrons in the Reading Room, assisting with oral history interviews and transcriptions related to Buffalo Nation 250, assisting with collection storage projects, and assisting with production of other special exhibitions.

**Job Duties:**

- Researching, synthesizing, and writing about buffalo-related archival and library material for the Buffalo Nation 250 exhibition.
- Digitization of buffalo-related materials for preservation and access.
- Enhance existing metadata of records using Archives Space. This may include editing existing or creating new cataloging records of archie collection items.
- Serving patrons in the Reading Room during the busy summer season.
- Assisting with oral history interviews and cleaning up interview transcriptions, specifically relating to exhibition efforts.
- Support for implementing special exhibitions.
- Other duties as assigned.

**Competencies:**

- A demonstrated interest in the history of the American West, with a specialized interest in the history of bison preferred.
- Demonstrated knowledge of current archival practice, library science, public history, research methods, and synthesizing research. Knowledge and experience in exhibition curation preferred.
- Ability to work both independently and collaboratively, with a preference for candidates who can operate with minimal supervision.
- Organized and detail oriented.
- Basic computer skills.
- Efficient work habits and organizational skills.
- Good communication skills, verbal as well as written.
- Positive professional demeanor.
- Proficient writing skills.
- Strong customer service and interpersonal skills.
- Ability to manage multiple tasks simultaneously.
- Excitement to live and work in a small town in the Greater Yellowstone Ecosystem during a busy tourist season.
- Excellent interpersonal skills and collegiality to get along well with library patrons, fellow interns,

and Center of the West colleagues.

**Supervisory Responsibilities:**

- None

**Required Education and Experience:**

- Enrolled in a graduate program in public history, history, library science, archival studies, museum studies, or an allied field; or, no more than two years post-graduation from a graduate program.
- Some experience working in an archive, library, museum, or other cultural heritage institution strongly preferred.
- Coursework in archives or library science is required.

**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		