

DESCRIPTION

The Hastings Museum of Natural and Cultural History has started a major collections upgrade project and needs an intern to help with the process. This position will work directly with the collections and the Museum Registrar. This is definitely a hands-on learning opportunity!

Under the direct supervision of the Curator of Collections some of the responsibilities include:

- Enter data into PastPerfect.
- Organize and rehouse artifacts.
- Photograph artifacts and conduct inventory of collection
- Maintain records and reports relating to departmental activities.
- Maintain equipment, materials and supply inventories needed for projects.
- Support different departments within the Museum as needed.

REQUIREMENTS:

- Individual must be enrolled in an accredited college or university and be currently working toward a degree related to the internship.
- Ability to communicate effectively, both orally and in writing and be able to deal with conflict resolution as well as customer service.
- Must possess a valid driver's license.
- Applicant must have a 3.0 GPA or higher in his/her major and an overall GPA of 2.3 GPA at the time of application.
- Must be a team player, demonstrate responsibility and trustworthiness, and a desire to work in a museum.

First review of applications on January 7, 2019. Position open until filled.

Part Time or Full Time position, 3 – 6 months, depending upon applicant.

Pay: \$9 per hour, no benefits

Documents Needed:

- Resume
- Name, Address and Telephone number of three (3) references
- For more information on the position go to the City Of Hastings, Nebraska website: www.CityofHastings.org Click on Job Openings.
- For more information on the Museum go to: www.HastingsMuseum.org

Founded in 1927, Hastings Museum is the largest municipal museum between Chicago and Denver. We feature a Theatre with a 65-foot wide screen, full domed Planetarium, and dozens of animal species set in their natural habitats, allowing you to get an up close look at many amazing creatures! We also chronicle the history of the early inhabitants of the Nebraska plains, from Paleo-Indians to Euro-Americans. We provide a look back at the creatures that used to roam this area and swim in Cretaceous Sea. Of course you'll also discover how Kool-Aid, the famous soft drink invented in Hastings, came to be such a success.

Hastings Museum is accredited by the American Alliance of Museums.