Position Title: Collections Intern  
Department: Museum  

Application Deadline: Open Until Filled  
Application: 
www.cityofhastings.org/MusCollectIntern and Human Resources, 1228 N. Denver Ave, Hastings, NE 68901

Wage Range/ Benefits: $9.00 - $12.00 per hour  
No Benefits  

Residency Requirement: No  
Position Type: Intern  

Subject to Recall: No  
Shift Work: No  

FLSA Status: Non-exempt (Hourly)  
Union Status: Non-Union  

Supervision Received: Receives immediate supervision from Curator of Collections/Program Director  
Supervision Exercised: None  

DESCRIPTION OF WORK
Assist moving collections. This person will lift, move, clean, photograph, rehouse, and document location of artifacts in storage; create and update appropriate records in the museum software database, PastPerfect; and assist in other tasks related to moving the collection to its new location.

QUALIFICATIONS
- Ability to organize and use keyboard for data entry; ability to be physically active for long periods of time; and ability to lift 50 pounds.

ESSENTIAL FUNCTIONS OF THE JOB
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Move, organize, rehouse, and document location of artifacts in storage.
- Clean objects, such as paper, textiles, wood, metal, glass, rock, pottery, and furniture, using vacuum, brushes, or solvents.
- Photograph objects for documentation.
- Perform general administrative duties such as filing, copying, running errands, and general data entry.
- Enter information about museum collections into computer databases. Maintain records, logs and reports.
- Maintain equipment, materials, and supply inventories required for the project.
- Performs related duties as required or assigned.

REQUIRED KNOWLEDGE AND ABILITIES
This position requires knowledge, skill or the ability to obtain skill in the following areas:
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationship with those contacted in the course of performing work.
- Ability to accurately record on paper and computer.
- Ability to withstand rigorous physical activity for long periods of time.
- Ability to use hands and arms in a wide range of motions and dexterity.

EQUIPMENT
Proficiency in the use and operation of equipment including, but not limited to, the following items listed below. The omission of specific items does not exclude them from the position if they are similar.

Tools
- Computers, photocopiers, scanners, cameras

Technology
- Database software – PastPerfect
- Electronic mail software – Microsoft Outlook
- Office suite software – Microsoft Office
- Spreadsheet software – Microsoft Excel
- Word processing software – Microsoft Word
ENVIRONMENTAL CONDITIONS (Occasionally 1%-33%, Frequently 34%-66%, Constantly 67%-100%)
Acidic, harsh or oily substances occasionally
Chemicals or hazardous waste occasionally
Contaminants (pollutants, gases, dust or odors) occasionally
Electrical hazards occasionally
Fumes or airborne particles occasionally
Hazardous conditions occasionally
Minor burns, cuts, bites or stings occasionally
Outside weather conditions occasionally
Toxic or caustic chemicals or chemical spills occasionally
Vibration occasionally
Wet and/or humid conditions occasionally
Computers and monitors frequently
High or precarious places occasionally
Moving mechanical parts occasionally
Moderate noise levels that may change to high noise levels

PHYSICAL REQUIREMENTS (Occasionally 1%-33%, Frequently 34%-66%, Constantly 67%-100%)
Sitting occasionally
Standing frequently
Walking frequently
Change of position frequently
Reaching (extended hands/arms) frequently
Reach across midline frequently
Handling (holding, grasp, seize, turn) frequently
Fingering (pinch, pick, type) frequently
Feeling frequently
Crouching occasionally
Crawling occasionally
Balancing occasionally
Stooping (bend at waist) frequently
Kneeling occasionally
Talking frequently
Hearing frequently
Tasting or smelling occasionally
Near Vision constantly
Far Vision constantly
Depth Perception frequently
Color Distinction constantly
Field of Vision constantly

MACHINE CONTROL OPERATION (Occasionally 1%-33%, Frequently 34%-66%, Constantly 67%-100%)
Arm – Hand occasionally
Simple grasp occasionally
Firm grasp occasionally
Fine manipulation occasionally

LIFTING (Occasionally 1%-33%, Frequently 34%-66%, Constantly 67%-100%)
Lifting/Lowering (waist level) 50 lbs frequently
Lifting/Lowering (chair to floor) 50 lbs frequently
Lifting/Lowering (above shoulder) 25 lbs occasionally
Carrying 50 lbs frequently
Pushing/Pulling 50 lbs frequently