



MUSEUM of NORTHERN ARIZONA

Title: Natural Science Collections Intern

Department: Collections

Supervisor: Natural Science Collections Manager & Collections Associate

Position Description: Summer internship to assist with the completion of a three year IMLS grant to address environmental improvements in the Museum of Northern Arizona's Zoology Collections (specifically the avian osteology, mammal osteology, and mollusk and entomology holdings). This 10 to 15 week internship offers students an opportunity to gain experience rehousing specimens, labeling and inventorying holdings, updating database records, assisting with packing and move of collections into a new collection facility, and participating in policy and procedure development.

Major Tasks and Responsibilities:

- Rehouses specimens into approved storage containers
- Assists with ongoing project inventories and specimen labeling projects
- Enter and update Argus database specimen records
- Assist with packing, move, and unpacking as specimens are moved into the ECC
- Participate in policy and procedure development for contaminated specimens

Education and Experience Requirements:

Recent graduate or student seeking advanced degree in museum studies or biology field.

Abilities, Skills, and Knowledge:

- Demonstrated ability to communicate, orally and in writing
- Good organizational skills and attention to detail
- Familiarity with database, spreadsheets, and word processing software
- Ability to work independently as well as with students, interns, and volunteers

Working Conditions:

Generally work indoors, 7 hours per day, usually between 9 am and 5 pm. Odd hours and long days may occasionally be required. Must be able to lift heavy containers (50lbs) and handle fragile items.

Position contingent upon passing a satisfactory background check

\$300/week stipend and housing provided.

How to Apply:

Email the following documents to the contact information below:

- Cover letter
- Resume

In addition email, fax, or mail

- 3 letters of recommendation

Email MS Word Format or PDF to: mcampbell@musnaz.org

Fax: 928.774.1229.

Mail:

Human Resources Manager
Museum of Northern Arizona
3101 N. Fort Valley Road
Flagstaff, AZ 86001

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