

Rockpile Museum Association Summer Internship

Campbell County Rockpile Museum in Gillette, Wyoming

Museum Intern

Compensation: \$1,000 stipend per month

Work Schedule: 40 hrs./week

Position Type: Internship, Full-Time

JOB DESCRIPTION:

The Rockpile Museum Association (RMA) is dedicated to the growth, development, and success of the Campbell County Rockpile Museum (CCRM). In coordination with that goal, we have funds to hire one intern every year to assist the CCRM over the course of 8-12 weeks from June-August, depending on the student's schedule. The CCRM has a large collection of artifacts, documents, photos, objects, etc. from the history of the Powder River Basin. Exhibits, programs, and activities all tie back to Campbell County and the greater Powder River Basin area, with some exceptions relating to Wyoming and other historical areas.

The primary duties of the intern will be to assist with museum collections, cataloguing, and archival work. From time-to-time secondary duties will be required, such as front desk work, help with special events, tour groups, and other small projects deemed necessary by CCRM staff. The purpose is to expose interns to many elements of museum work over the course of 8-12 weeks. Ideas for projects are welcomed.

The intern must be self-motivated, work independently, willing to learn, and be able to work 40 hours a week. Makeup hours will be scheduled if the student takes time off during the standard work week. The Museum Director will set the student's schedule based upon the needs of the museum. Some evenings and weekends will be required. The Rockpile Museum's regular hours to the public are Monday through Saturday, 8:00am-5:00pm.

The RMA Summer Internship will be 8-12 weeks in length and will provide for a room, membership to the local Recreation Center, other special dues and memberships, and a stipend of \$1,000.00 a month.

SKILLS/QUALIFICATIONS REQUIRED:

- Currently enrolled student at university and in good standing
- Some experience with computer and computer-based equipment.
- Some data entry experience
- Self-motivated and strong work ethic
- Excellent written and verbal communication skills
- Well organized with attention to detail
- Good time management and ability to work within a deadline
- Ability to problem solve
- Ability to work independently

ADDITIONAL SKILLS/QUALIFICATIONS:

Some previous experience in museum or museum-related field is preferred. Graduate students or an incoming graduate student at an accredited University or institution are preferred. Students in Museum Studies or Public History are preferred, but we will consider students in the history field generally.

The museum uses PastPerfect cataloging software. Intern must possess knowledge of or have the ability to learn to use PastPerfect.

Transportation will not be provided. Interns must acquire their own transportation to and from the museum. The intern will be required to attend all RMA Board meetings, generally held on the fourth Tuesday of the month at 3:00pm at the museum.

Payments will be issued via check every month. Students should be prepared to deposit or cash check as needed.

A written and oral final report will be presented to the RMA and the public at the end of the internship, featuring what was learned and any special projects the intern has taken on during their time with the CCRM. The intern will keep a daily work journal to help prepare this final report.

2024 PROJECT DESCRIPTION:

The 2024 Rockpile Museum Association Summer Intern's primary project will be to help organize and catalog the Museum's archival collection. The Museum has over 9,000 archival collections and 16,000 photos in the collection. The Intern will help in an ongoing project to reorganize these archives and assist in our goal of making our collection available to the wider public through our PastPerfect Online program. The Rockpile Museum's online catalog is connected to the Digital Public Library of America and will soon be connected to a new project from Wyoming Humanities called the Wyoming Cultural Atlas.

Our summer intern will continue to digitize photos, input, and cleanup metadata, and publish photographs and catalog records online.

HOW TO APPLY:

Please attach a Resume and/or CV to this application

Application Due: March 25, 2024

For Questions, please call the Rockpile Museum at (307) 682-5723

Email application to the RMA at: justin.horn@campbellcountywy.gov