

## CULTURAL HERITAGE INTERN

Alutiiq Museum Job Description



<b>CLASSIFICATION</b>	Temporary, Hourly
<b>WAGE</b>	\$15 per hour
<b>REPORTS TO</b>	Director of Archaeology & Special Projects
<b>SUPERVISES</b>	None

### SUMMARY OF RESPONSIBILITIES

The Cultural Heritage Intern will assist Alutiiq Museum staff members with meeting the museum's mission of preserving and sharing the heritage and living culture of the Alutiiq/Sugpiaq people. This internship is designed to provide instruction in a wide range of museum practices including the care of collections, archaeological research, and public outreach. It is funded by a grant from the *Exxon Valdez* Oil Spill Trustee Council through the CORaL (Community Oriented Restoration and Learning) Network. This internship is planned for nine weeks beginning June 2 and ending August 1. It is open to applicants living in Kodiak. Interns will work 35 hours a week as assigned.

### ESSENTIAL POSITION FUNCTIONS

- Assists with moving and storing museum collections (ancestral artifacts, ethnographic objects, modern art, archives, etc.)
- Assists with processing documentation from archaeological research (filling out archaeological site cards, photo catalogs, scanning field notes, etc.)
- Learns basics archaeological site documentation (feature ID, drawing maps, photography, etc.)
- Assists with weekly maintenance at the Ancestors' Memorial Park (weeding, picking up trash, etc.)
- Assists with improving the documentation of existing archival collections (completing photo catalogs, scanning resources, inventorying objects, etc.)
- Assists with general museum administrative tasks (filing, scanning, shredding, recycling, etc.)
- Participates in staff meetings, public outreach, and special events as requested
- Completes other duties as assigned

### REQUIRED EXPERIENCE AND EDUCATION

This position requires no previous experience. On-the-job training will be provided at the Alutiiq Museum. Applicants must be at least 16 years old by the start of the internship.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a pleasant, courteous, and professional attitude and presence.
- Must be prompt, hardworking, and able to follow directions carefully.
- Must be willing to work outdoors in challenging conditions, fly in small aircraft, ride in a small boat, and adapt to a changing work environment.
- Must be able to work respectfully with others, collaborate to complete tasks, and constructively resolve conflicts.
- Must adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty.

### PHYSICAL DEMANDS

- Must be able to lift, push, pull, or physically maneuver a minimum of 50 pounds on a frequent and regular basis.

### ACKNOWLEDGEMENT

This job description is not an exhaustive list of the intern's duties. The Executive Director reserves the right to alter job duties or responsibilities at any time as needed. This job description does not constitute a written or implied contract of employment.