

## CULTURAL HERITAGE INTERN

Alutiiq Museum Job Description

<b>CLASSIFICATION</b>	Temporary, Hourly, Full-time (35 hours/week)
<b>WAGE</b>	\$15 per hour
<b>REPORTS TO</b>	Archaeology Fellow



## SUMMARY OF RESPONSIBILITIES

The Alutiiq Museum's mission is to preserve and share the heritage and living culture of the Alutiiq/Sugpiaq people. Interns will help the museum meet its mission by learning and sharing about Alutiiq history and culture. This will include direct exposure to a wide range of museum practices with a focus on archaeological research, collections care, and public outreach. This internship will be eight weeks long, beginning June 8 and ending July 31. Applicants must live in Kodiak and be at least 16 years old by the first day of the internship. Interns will work 35 hours per week. The internship is funded by a grant from the *Exxon Valdez* Oil Spill Trustee Council through the CORaL (Community Organized Restoration and Learning) Network.

## ESSENTIAL DUTIES

- Explores, celebrates, and shares Alutiiq heritage and culture.
  - Participates in learning opportunities such as the Alutiiq Cultural Orientation, collections tours, and gallery tours as available.
  - Helps museum staff lead tours and answer questions as needed.
  - Assists with answering questions in the museum's gallery on busy days.
  - Represents the museum at community events as needed, helping museum staff answer questions and share resources. This may include travel to rural communities or remote culture camps, if desired.
  - Assists education staff with preparing materials and/or teaching cultural arts activities.
- Studies Alutiiq history through archaeological methods.
  - Learns the basics of archaeological site documentation including identifying features, recording site conditions, drawing sketch maps, and taking photos and GPS points.
  - Participates in visits to archaeological sites which may be in town, on the road system, or in remote locations accessed by small boat.
  - Learns to process archaeological site documentation such as completing site forms, scanning field notes, and filling out photo catalogs.
  - Learns to interpret archaeological finds using cultural and scientific knowledge.
- Gains hands-on experience caring for museum collections.
  - Learns to clean, process, identify, catalog, and house archaeological collections of artifacts and/or samples.
  - Learns to conduct condition assessments on cultural objects (historical items, contemporary art, artifacts, etc.).
  - Learns how to build archival boxes and other methods for securely storing objects.
  - Catalogs collections of historical photographs.
- Contributes to Museum operations by assisting with routine and special tasks.

- Assists with weekly maintenance at the Ancestors' Memorial Park (weeding, wiping down panels, picking up trash, etc.).
- Assists store staff with assembling cultural arts kits, such as beaded necklace or bracelet kits.
- Assists in the museum's library filing books.
- Assists with general facility and administrative tasks (cleaning display cases, special cleaning in the collections room, scanning, shredding, recycling, etc.).
- Participates in weekly staff meetings.
- 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 (June 8, 2026).

### **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 on occasion.
- 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.

### **WHAT WE OFFER**

- An opportunity to learn from a strong team of mission-focused professionals, many of whom started as interns at the Alutiiq Museum.
- An opportunity to share your knowledge of Kodiak and Alutiiq culture with visitors of all ages.
- A meaningful role supporting cultural heritage.
- Paid sick time (accrued based on hours worked).

### **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.