

Museum Registration Internships

Our mission at the Lindsay Wildlife Experience is *to connect people with wildlife to inspire responsibility and respect for the world we share.*

The Lindsay Wildlife Experience is the country's first wildlife hospital, a zoological organization, and an educational museum specializing in native California wildlife. Every year our veterinarians, husbandry experts, biologists, and teachers treat more than 5,000 wild animal patients, care for the 70 animal ambassadors that call Lindsay home, and educate approximately 100,000 people.

The Lindsay Wildlife Experience has over 16,000 specimens in the Natural History Collection. The collection includes paleontological artifacts, botanical specimens, ethnographic artifacts, geology specimens, animal hides, stone objects, taxidermy mounts, fluid preserved collections and wood objects.

The Lindsay Wildlife Experience is currently has two Natural History Internship roles:

Registration Photography Internship

The Registration Photography Intern will primarily assist the Education Registrar with photographing the museum's collection, writing condition reports, assisting with inventories, and processing images.

Additional duties will include:

- Assisting with Natural History Loans
- Assist with accessioning new specimens into the collection
- Assist with upgrading museum object storage conditions
- Leading the *Curious Collections* daily program

Further qualifications:

- Current college undergraduate or graduate student, who is interested in museum and collections management and/or who is passionate about biology and conservation. Background in museum studies, cultural studies, library science, biology, or a related field preferred but not required.
- Must be able to lift 20lbs on a regular basis.
- Photography experience.
- Excellent verbal and written communication skills.
- Ability to work effectively independently, as a team member, and with the public.

Collections Data Management Internship

The Collections Data Management Intern will primarily assist the Education Registrar with the migration of data from the old collections management database (FileMaker Pro) to the new database (Collector Systems). This will include assisting with data mapping for the import of all information related to the specimens such as conservation history, and loan history.

Additional duties will include:

- Export data from FileMaker Pro
- Assisting with Natural History Loans
- Assist with accessioning new specimens into the collection
- Aiding in condition reports
- Assist with upgrading museum object storage conditions
- Leading the *Curious Collections* daily program

Further qualifications:

- Current college undergraduate or graduate student, who is interested in museum and collections management and/or who is passionate about biology and conservation. Background in museum studies, cultural studies, library science, biology, or a related field preferred but not required.
- Must be able to lift 20lbs on a regular basis.
- Experience in with FileMaker Pro or Collector Systems database is a plus.
- Experience handling object collections is a plus.
- Excellent verbal and written communication skills.
- Ability to work effectively independently, as a team member, and with the public.
- Proficient computer skills, including word processing and database programs.

Terms:

These unique internship is available to students who are interested in gaining more experience in the museum field. This unpaid internship requires the intern to commit 5-20 hours on a weekly basis for 5 months (may be extended based on interest and availability). Hours are flexible but must be during regular business hours from Monday through Friday, 9:00 – 5:30 pm. Intern must have a reliable method of transportation.

How to apply:

Submit a complete application consisting of:

- A letter of interest
- Resume
- Two references (email and phone number)

To Christina Schwandt at registrar@lindsaywildlife.org