

Natural History Collection Internship

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 consists of both objects and specimens in the fields of anthropology, biology, geology, art, and paleontology. The purpose of the Lindsay Wildlife Experience Natural History Collection is to serve as a reference for education, for artistic inspiration, and as a valuable resource for scientific research. The collection is a tangible interpretation of environmental science for the public, with an emphasis on the educational and historical aspects of the specimens and artifacts.

Position Summary:

The Natural History Collection Intern will primarily assist the Education Registrar in maintaining and improving the care of the collection. The Natural History Collection Intern will spend roughly half of their time assisting in managing and improving data in the collections management database, CollectorSystems, and the other half of their time will be spent assisting with physical tasks regarding the care of the collection.

Tasks will include:

- Maintaining, updating and improving records in CollectorSystems
- Photographing specimens
- Labeling specimens
- Assist with accessioning new specimens into the collection
- Aiding in condition reports
- Assist with upgrading museum object storage conditions
- Assisting with pest management
- Assisting with Natural History Loans
- Leading the *Curious Collections* daily program

Terms:

This 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 4 months (this 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. The intern must have a reliable method of transportation.

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.
- Works well as a team.
- Excellent communication and organizational skills.
- 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.

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