

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's Natural History Collection consists of both objects and specimens in the fields of biology, geology, art, and paleontology. The purpose of the Lindsay Wildlife Experience Natural History Collection is to serve as a reference for education, 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 Curator of Natural History in maintaining and improving the care of the collection. The Natural History Collection Intern will spend their time assisting in managing and improving data in the collections management database, CollectorSystems, and 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
- Assisting in curatorial research for exhibitions
- 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 6-20 hours on a weekly basis for 5 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. This is an in-person internship. Applicants 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 is preferred but not required.
- Must be able to lift 20lbs on a regular basis.
- Experience 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

To the Curator of Natural History, Christina Schwandt, at cschwandt@lindsaywildlife.org