

## Natural History Collection Internship (Unpaid; 6-20 hours/week; Temporary Position)

Located in the heart of Walnut Creek, California, Lindsay Wildlife Experience houses a wildlife rehabilitation hospital, live collection of California native animals, and natural history exhibits. 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:

This unique internship is available to students who are interested in gaining more experience in the museum field. The Natural History Collection Intern will primarily assist the Natural History Collections Specialist in maintaining and improving the care of the collection. The Natural History Collections 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
- Assist with upgrading museum object storage conditions
- Assisting with pest management
- Assisting with natural history loans
- Helping lead field trip programs as needed

### Qualification:

- Must be 18 or older to apply.
- Current college undergraduate or graduate student, who is interested in museums and collections management and/or 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.
- Excellent organizational skills.
- Excellent verbal and written communication skills.
- Ability to work with staff and volunteers.
- Ability to work effectively independently, as a team member, and with the public.
- Proficient computer skills, including word processing and database programs.
- Experience with CollectorSystems database is a plus.
- Experience handling object collections is a plus.

#### Hours, Benefits, and Compensation:

This unpaid internship requires the intern to commit 6-20 hours on a weekly basis for 4-5 months (this may be extended based on interest and availability). Hours are flexible but must be during regular business hours from 9:00 am – 5:00 pm, Monday through Friday. We are happy to work with educational institutions to provide credit for this internship.

This is an in-person internship. Applicants must have a reliable method of transportation. Housing is not provided.

#### How to apply:

- Submit a [Natural History Intern Application](#)
- Send the following to the Natural History Collections Specialist, Sariah Rushing, at [srushing@lindsaywildlife.org](mailto:srushing@lindsaywildlife.org).
  - A letter of interest
  - Resume