MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: **Montana Fish, Wildlife & Parks**

CONTACT PERSON'S NAME/TITLE: **Sara Scott**

ADDRESS: PO Box 995

CITY: **Lolo** **STATE: MT** **ZIP: 59847**

PHONE: 406-273-4671 **EMAIL ADDRESS: sarascott@mt.gov**

DATE OF ANNOUNCEMENT: **Friday, January 11, 2013**

APPLICATION DEADLINE: **Saturday, March 30, 2013 at 5:00 PM (postmarked)**

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

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POSITION TITLE: Artifact Data Entry Assistant

 # OF POSITIONS: 1

LOCATION(S): University of Montana, Missoula, Mt

WORK START/END DATES: May 28, 2013

HOURS/WEEK: individual can work half time during summer and fall months or full time over the summer, varies depending on student schedule and preference

TRAINING/ORIENTATION DATES: **May 28-29, 2013**

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): **$9.00 per hour, no housing or per diem provided**

POSITION DESCRIPTION:

Individual will work with the artifact collections in the basement of the Social Sciences Building at the University of Montana entering prehistoric artifact collections from Ghost Cave located in Pictograph Cave State Park near Billings and from First Peoples Buffalo Jump, located near Great Falls into the Past Perfect Museum software program. Over 20,000 artifacts are in need of entry into this program. Individual will examine artifacts and describe them in the Past Perfect program. Digital pictures will also be taken of each artifact and entered into the computer program. A camera and software training will be provided by Montana State Parks and the museum collections manager at U of M. Person will work for State Parks but will be in contact with museum collections manager at U of M on a daily working basis.

The work the intern will do will allow us to build a virtual museum of Ghost Cave and First Peoples artifacts that will be placed on the state parks web site.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Individual must have background experience in artifact analysis and/or in archaeology and its analytical methods. Person must be adept with computers and software and be willing to sit at a computer examining small objects for extended periods of time. Individual must be a detail oriented person and able to work independently with little supervision. Office space and a computer will be provided.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Submit application, cover letter summarizing experience and interest in the job, and two letters of recommendation to Sara Scott at the address provided above.

COOPERATING SPONSORS OF PROJECT: University of Montana

ADDITIONAL INFORMATION: (;HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

No housing provided.