

**MONTANA FISH, WILDLIFE & PARKS**

**INTERN PROGRAM ANNOUNCEMENT**

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

**CONTACT PERSON'S NAME/TITLE:** Wendy Red Star, Chief Plenty Coups State Park Manager

**ADDRESS:** P.O.B 100

**CITY:** Pryor

**STATE:** MT

**ZIP:** 59066

**PHONE:** 406-252-1289

**EMAIL ADDRESS:** wredstar@mt.gov

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

**APPLICATION DEADLINE:(New)** Monday, May 13, 2013 at 5:00 PM (postmarked)

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

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**POSITION TITLE:** Collections/Education/Interpretation Archivist

**# OF POSITIONS:** One (1)

**LOCATION(S):** Chief Plenty Coups State Park, Pryor, Montana. This is a rural community located on the Crow Indian Reservation.

**WORK START/END DATES:** June 10 – August 30, 2012 (dates are flexible, this is a 12 week internship)

**HOURS/WEEK:** Forty (40) totaling 480 hours for length of internship

**TRAINING/ORIENTATION DATES:** June 10

**COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):** \$9.00 per hr. In addition, a travel stipend of \$100 per month will be provided if the intern is commuting from Billings.

**POSITION DESCRIPTION:** This position will take a lead role at Chief Plenty Coups State Park in organizing the park collection, interpretation and research archives. The collections archives include historic documents dating back to the 1880's, primarily owned by Chief Plenty Coups. It also includes more recent documents, periodicals, newspaper and other types of articles. These need to be properly cared for and stored, entered into Past Perfect software and made available in some format for use by staff and the public. The park research files includes a variety of papers, articles, notes and the park library that need to be organized, properly stored and entered into a searchable system utilizing either Past Perfect or Zotero software. This intern will prepare and present an interpretive program on the archives at the end of their intern program. Make visitor contacts and provide general information. Perform routine and special projects, as needs arise.

**SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):** Successful applicant should have education, experience or training in archives management, be an excellent communicator, highly enthusiastic, flexible, self-

motivated, and able to work with minimum supervision. Applicant also should possess basic knowledge of collection management, interpretive techniques, and good communication skills. Skill and familiarity with computers, in particular Past Perfect or other archives/museum software is required. Applicant should have a background and/or strong interest in archives and/or museum studies or a similar field as well as a previous experience working with archives and/or collections. Applicant must possess current driver's license. CPR and standard first aid certifications are a plus but not required.

**APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):** Submit cover letter, resume and two (2) references to contact person/address above.

**COOPERATING SPONSORS OF PROJECT:**

Montana State Parks

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

Housing in a camp trailer may be available on-site. There is a high probability that the intern will have to commute to the park, with the closest community being Billings. Rental housing is very limited in Pryor. Summer housing has been secured in the past at Montana State University/Billings.