



**LEGACY**  
OF THE  
**PLAINS**  
MUSEUM

**Position Title: Museum Intern**

**Period: One full year, with chance of extension**

### **Overview**

The Legacy of the Plains museum was created by combining the Farm and Ranch Museum and the North Platte Valley Museum over ten years ago and has become a boasts an impressive collection of artifacts and library about the settlement and agricultural history of the North Platte River Valley and High Plains region.

The internship will provide career relevant, hands-on experience several of the departments of the Museum including event planning, administration, collections, archives and others.

**Responsibilities:** The specific duties of this internship may include:

- Welcoming guests, running the cash register, balancing drawer
- Working with volunteers on various tasks
- Assist staff with cataloging and accessioning collections and archival donations
- Communicate effectively, prepare written reports and meet deadlines
- Assist with exhibit design by providing research
- Assist with requests from researchers
- Assist with basic maintenance
- Work with Marketing Committee with events and gift shop
- Other duties as assigned

### **Skills and Specifications:**

- Excellent interpersonal skills
- Independent time management skills
- Ability to exercise great initiative and independent judgment
- Ability to manage several projects and tasks simultaneously
- Moderate computer skills needed, especially PastPerfect, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
- High attention to detail and accuracy
- Solid problem-solving skills
- Excellent organizational and multi-tasking abilities
- Excellent oral and written communication skills required

### **Requirements:**

- Interest in business, museums, and/or history
- Willingness to work in multiple departments and learn a variety of skills and responsibilities
- Schedule is very flexible, but needs to be able to work occasional nights and weekends

Compensation: None, but work-study options are available

Schedule: Schedule will be flexible, but must be available to work nights and weekends. We are willing to work with school schedules.

For more information, call the Legacy of the Plains Museum at 308-436-1989. Resume and cover letter can be sent to 2930 Old Oregon Trail, Gering, NE 69341 or [director@legacyoftheplains.org](mailto:director@legacyoftheplains.org).