

Position Title: Archives Intern

Period: One full year, with chance of extension



**LEGACY
OF THE
PLAINS
MUSEUM**

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 boasts an impressive library of manuscripts, books, periodicals, collections, art and other artifacts. The topics include early history of settlement in the North Platte River Valley, agriculture practices, farm implements, and several editions of local newspapers.

The internship will provide career relevant, hands-on experience with archival and manuscript materials, and the intern will assist with other departments on occasion including events, administration, collections, and others.

Responsibilities: The specific duties of this internship may include:

- Assist the Preservation Committee and Archives Subcommittee and attend their meetings
- Prioritize projects and adapt to situations as they arise
- Responsible for organizing, accessioning, and shelving of donations and accepted archival records
- Coordinate volunteers to accomplish objectives described in the archives plan
- Needs to be accessible, available, responsive, and flexible
- Communicate effectively, prepare written reports and meet deadlines
- Assist with exhibit design by providing research

Skills and Specifications:

- Excellent interpersonal skills
- Independent time management skills
- Ability to exercise great initiative and independent judgment
- Ability to maintain confidentiality at all times
- High attention to detail and accuracy
- Solid problem-solving skills
- Moderate computer skills needed, especially PastPerfect, Microsoft Word, Excel, and PowerPoint
- Excellent organizational, multi-tasking and leadership skills required
- Excellent oral and written communication skills required

Requirements:

- Some college or an associate's degree preferred
- Knowledge of archives and records management preferred
- Computer skills and knowledge of office software packages and PastPerfect

Compensation: None.

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.