



# CULTURAL HERITAGE INTERNSHIP

## Summer 2024

### ELIGIBILITY

Open to anyone age 16 or older. High school or college students interested in archaeology and museum careers are encouraged to apply.

### SCHEDULE

Begins around June 1 and runs eight weeks. Flexible schedule of 20 to 40 hours per week available.

### PAY

Interns will receive \$15 an hour. No benefits, housing, or travel funds will be provided.

### APPLICATION

Applications accepted until 4:00 pm, March 15, 2024.

Apply Online:

<https://zfrmz.com/PDIi2pfkqV3ga3k62vkh>



Supported by a grant from the Exxon Valdez Oil Spill Trustee Council to the CORaL Network.

### CONTACT

Molly Odell, Director of Archaeology  
molly@alutiiqmuseum.org  
844-425-8844, x114

### SPEND YOUR SUMMER WITH ALUTIIQ HISTORY

Join Alutiiq Museum professionals to study the Alutiiq world. We are hiring summer interns.

No previous experience is needed.



#### DOCUMENT

Take day trips with museum researchers to locate and record ancestral sites.



#### CARE FOR ARTIFACTS

Clean, inventory, pack, move, and store artifacts.



#### SUPPORT

Museum projects, summer camps, and care of the Alutiiq Ancestors' Memorial.



#### LEARN

Explore Alutiiq history and careers in heritage preservation.

Alutiiq Museum & Archaeological Repository – 215 Mission Road, #101, Kodiak, AK 99615  
Celebrating heritage through living culture.

## CULTURAL HERITAGE INTERN

Alutiiq Museum Job Description



<b>CLASSIFICATION</b>	Temporary, Hourly
<b>WAGE</b>	\$15 per hour
<b>REPORTS TO</b>	Director of Archaeology & Special Projects
<b>SUPERVISES</b>	None

### SUMMARY OF RESPONSIBILITIES

The Cultural Heritage Intern will assist Alutiiq Museum staff members with meeting the museum's mission of preserving and sharing the heritage and living culture of the Alutiiq/Sugpiaq people. This internship is designed to provide instruction in a wide range of museum practices including the care of collections, archaeological research, and public outreach. It is funded by a grant from the *Exxon Valdez* Oil Spill Trustee Council through the CORaL (Community Oriented Restoration and Learning) Network.

This internship is planned for eight weeks beginning in late May or early June and ending in late July. It is open to applicants living in Kodiak. Weekly hours will be negotiated before the start of the internship and can range from 20 to 35 hours per week.

### ESSENTIAL POSITION FUNCTIONS

- Assists with moving and storing museum collections (ancestral artifacts, ethnographic objects, modern art, archives, etc.)
- Assists with processing documentation from archaeological research (filling out archaeological site cards, photo catalogs, scanning field notes, etc.)
- Learns the basics of archaeological survey documentation (identifying features, drawing sketch maps, taking photos, etc.)
- Travels and assists with teaching cultural activities at youth summer camps
- Acts as a museum docent at the Ancestors' Memorial Park, answering questions, sharing museum resources, leading Alutiiq games, etc.
- Completes weekly maintenance at the Ancestors' Memorial Park (weeding, picking up trash, harvesting rhubarb, etc.)
- Assists with improving the documentation of existing archival collections (completing photo catalogs, scanning resources, inventorying objects, etc.)
- Assists with general museum administrative tasks (filing, scanning, shredding, recycling, etc.)
- Participates in staff meetings, public outreach, and special events as requested
- Completes other duties as assigned

### REQUIRED EXPERIENCE AND EDUCATION

This position requires no previous experience. On-the-job training will be provided at the Alutiiq Museum. Applicants must be at least 16 years old by the start of the internship.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a pleasant, courteous, and professional attitude and presence.
- Must be prompt, hardworking, and able to follow directions carefully.
- Must be willing to work outdoors in challenging conditions, fly in small aircraft, ride in a small boat, and adapt to a changing work environment.
- Must be able to work respectfully with others, collaborate to complete tasks, and constructively resolve conflicts.
- Must adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty.

**PHYSICAL DEMANDS**

- Must be able to lift, push, pull, or physically maneuver a minimum of 50 pounds on a frequent and regular basis.

**ACKNOWLEDGEMENT**

This job description is not an exhaustive list of the intern's duties. The Executive Director reserves the right to alter job duties or responsibilities at any time as needed. This job description does not constitute a written or implied contract of employment.