

### **Archival Intern**

The USS Missouri Memorial Association seeks an exceptional student for a part-time, on-site internship, from May to August, 2023. Intern will work side-by-side with members of the Curatorial Department, building upon knowledge gained in the classroom to develop real-world, hands-on skills. Position is intended to open career pathways for individuals who bring dynamic backgrounds and perspectives to their work in the Galleries, Libraries, Archives, and Museums industry.

#### **Responsibilities:**

- Working hands-on with historic documents and objects in Battleship Missouri Memorial's collection.
- Assist in the maintaining of museum collection database through data entry and digitization using PastPerfect Museum Software Version 5.0.
- Assist in maintaining environmental standards and cleanliness of facilities and associated areas.
- May be assigned additional duties according to department and organizational need, as directed.

#### **Working Conditions:**

- Position works in an office as well as other work environments located onboard and on-site at the Battleship Missouri Memorial, as appropriate to the specific tasks at hand including physical work that is both inside, outdoors and in all types of weather conditions; onboard and off board ship. Must be able to lift 25 lbs.
- Physical mobility, three-dimensional/spatial vision and good hearing is essential for safe movement and functioning and communications in the onboard environment.

#### **Basic Qualifications:**

- Applicant must be currently enrolled in an accredited college/university program in Museum Studies, Library & Information Science, History, or other relevant subject, and taking at least one class in the semester/quarter prior to participation in the internship OR must have graduated from a college/university with a degree in Museum Studies, Library & Information Science, History, or other relevant subject within the past six months.
- Ability to read, analyze, understand and interpret informational content from general publications, journals, technical publications, government and military publications and documents, and a wide range of published and archival materials.
- Computer proficiency and familiarity with current computer technologies, programs, applications and social media. Experience with Adobe Photoshop is preferred but not required.
- Ability to both collaborate with a team as well as work independently and responsibly.
- Ability to plan work and meet deadlines.
- Demonstrates efficiency, accuracy and attention to detail in all tasks assigned.
- Ability to create reports and communicate clearly and effectively in writing.
- Ability to pass background check in order to obtain military base access.

Please send cover letter and resume to: Frank Clay, Curator, Battleship Missouri Memorial

[curator@ussmissouri.org](mailto:curator@ussmissouri.org), 808-455-1600 x.229