



# RICE NORTHWEST MUSEUM OF ROCKS AND MINERALS

## Curator Intern/Volunteer

**POSITION 1 Intern, Overview:** The Curatorial Internship will provide students with the opportunity to study the Museum's permanent collection and assist with various Curatorial tasks including but not limited to Collection management, digitizing records, and research. The intern will work closely with the Curator to assess priority research areas and documentation methodologies.

### **Qualifications:**

The ideal Intern is currently enrolled in or is a student who recently graduated of an undergraduate or graduate program. A background in geology, geography, education, public speaking, photography, or art is a plus. The intern should be an excellent researcher, detail-oriented, motivated, a self-starter and a team player with the ability to handle multiple assignments and priorities. Able to work some weekends or evenings. Some limited travel (within 20 miles).

### **Work Schedule:**

Volunteer length and schedule may vary depending on the needs of the museum. At least 15 hours a week is preferred. Some work may be early morning or evening. Occasionally work is required for special programs on weeknights or weekends.

### **Application Process:**

A complete application or resume will be required. The Museum will review these documents prior to scheduling an interview.

### **Date of Appointment:**

Ongoing with minimum 1 year required (time dependent with schooling).

**POSITION 2, Volunteer Overview:** The Curatorial volunteer will provide support to the Curator doing a multitude of tasks including but not limited to cleaning cases, dusting exhibits and some data entry. The volunteer will work closely with the Curator to determine priority of tasks. A commitment of one day a week is preferred for Curatorial volunteers, more can be accommodated. Some weekend or evening activities available with special programs.

### **Qualifications:**

Ability to handle delicate materials with attention to detail while cleaning or moving exhibit specimens with a willingness to learn. Must be able to handle multiple assignments and priorities while maintaining a good attitude and sense of humor. A background in rocks and minerals and geology a plus.

### **Work Schedule:**

Volunteers length and schedule may vary depending on the needs of the museum. At least 15 hours a week is preferred. Some work may be early morning or evening. Occasionally work is required for special programs on weeknights or weekends.

### **Application Process:**

A complete application or resume will be required. The Museum will review these documents prior to scheduling an interview.

### **Date of Appointment:**

Ongoing with minimum 1 year preferred.