
Intern

Phoenix, AZ, US

Summary:

The History Committee Intern is a dynamic, independent self-starter who plays a lead role in organizing, cataloging, and documenting our image collection

The position will begin in Fall 2022 and university student candidates are encouraged to take concurrent internship credits

Reports to: History Committee Chairperson

FLSA Status: Temporary, part time

Salary: \$12.80 per hour for 72 total hours

Closing: June 30,2022

Essential Functions:

- The History Committee Intern will organize our image collection.
- The project will include cataloging slides, negatives, photographs, and scrapbooks, and creating a digital database of those images.
- Intern will practice reclassification, digitizing, numbering, and organizing photos, negatives, slides, and scrapbooks.
- Intern will work with and learn from experienced archivists to develop a framework for the image collection and procedures for storing photos, negatives, slides, and scrapbooks into the collection archive going forward that will ensure the long-term sustainability of the collection.

Competencies:

- Knowledge of basic museum management policies and procedures, including Collections management databases and filing systems.
- Fundamental museum principles, objectives, methods, materials, and practices.
- Interpret museum policies and procedures for application in the performance of duties.
- Establish and maintain effective working relationships with History Committee members and GSACPC staff.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Operate standard office equipment including a personal computer, scanner, printer, and other equipment appropriate to assigned duties.

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- Operate personal computer related software and demonstrate proficiency to prepare documents, databases, spreadsheets, email, etc.
 - Communicate effectively both orally and in writing, with excellent English grammar and punctuation skills.
 - Basic museum collections functions including, but not limited to, typing, filing, numbering, organizing, and related functions.

Required Education and Experience:

- High school diploma or GED equivalency; and
- Enrollment in a college or university bachelor's or master's program in museum studies, history, library science, archives, photography arts, or similar program.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Additional Eligibility Qualifications:

- Demonstrate behavior consistent with the core competencies, core values and beliefs of GSUSA and GSACPC.
- Commitment to the aims and purposes of the Girl Scout movement, including the belief in the importance of the volunteer organization in our society.
- Become a member of GSUSA and pass a GSUSA background check.
- Valid AZ driver's license, insurance, access to reliable transportation, and an acceptable driving record
- Provide reference sources.

Physical Demands:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person, and to hear sounds within the normal range of conversation.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and sort and catalog a variety of books, written documents, and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer.
- Ability to lift a minimum of 30 pounds.

To Apply:

<https://www.girlscoutsaz.org/en/about-our-council/employment-opportunities.html>

