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## Museum Operations Internship Great Plains Dinosaur Museum & Field Station

This internship position is designed to get hands on experience and learn what goes into the day-to-day operations and behind the scenes at a paleontology museum. **The tentative schedule for this position will be from June 1st – August 31st** (*start and end dates are flexible based on applicant's schedule*). **Check with the Museum's website for application deadline.** For questions, comments, or to submit an application please email [dinosaur@itstriangle.com](mailto:dinosaur@itstriangle.com).

### Duties:

- Primary duties will involve working in the Museum's collections
- (*including database entry and management, retrofitting the collections, specimen care and maintenance*)
- Running adult and youth education programs
- Updating exhibits and web content
- Interacting with the public and general Museum operations
- General care and maintenance of the Museum and facilities

### Qualifications:

We welcome all applicants from every background, but the preferred candidate would be a student in the geology/paleontology/earth science/biology/museum studies disciplines. All level of students (undergraduate, graduate, or post-graduate) are encouraged to apply.

Strong candidates are those with:

- Proficient knowledge in paleontology
- Previous experience in fossil collecting
- Organizational skills
- Strong leadership and/or public interactions

### Compensation:

This position will entail an average 35 hour work week (7 hours per day Monday – Friday). Additionally the candidate will need to attend a monthly evening Museum Board meeting and the possibility of 1 or 2 weekend events. As compensation for this position, lodging accommodations in Malta, MT will be covered by the Great Plains Dinosaur Museum & Field Station. (*Lodging herein means housing only. Not housing plus meals.*) Applicants are welcome to find other lodging alternatives, but will not be compensated beyond the prearranged agreement between the Great Plains Dinosaur Museum and said venue. Additionally, the applicant will be given a \$200.00 USD monthly stipend, payable to the applicant, to use as they may direct.

### General Information:

The Great Plains Dinosaur Museum & Field Station is located in Malta, Montana. Although owning a vehicle is not required (but having a valid driver's license is), applicants should be aware that having access to a vehicle makes transit to and from Malta easier. The nearest airports are located in Great Falls, MT (3 hours and 12 min, 202 miles), Billings, MT (3 hours and 15 minutes, 207 miles), and Bozeman, MT (4 hours and 40 minutes, 296 miles). If needed, transport to and from airports by the Museum can be arranged in advance. College credit may be awarded if an agreement can be reached between the applicant's university and the Great Plains Dinosaur Museum & Field Station.

All applicants must submit the following:

- The form below
- *Curriculum vitae* or resume
- A cover letter explaining your background and why you would like to work with the Great Plains Dinosaur Museum & Field Station
- One letter of recommendation

**All applications and required materials must be emailed to dinosaur@itstriangle.com.**

Applicants will be contacted via phone or email.

**Contact Information:**

Name – \_\_\_\_\_

Address – \_\_\_\_\_  
\_\_\_\_\_

Phone – \_\_\_\_\_

Email – \_\_\_\_\_

**Insurance:**

Provider – \_\_\_\_\_

Policy Number – \_\_\_\_\_

**Driver's License Number  
or Social Security Number -  
(whichever you prefer to provide)** \_\_\_\_\_

**Agreement and Signature:**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted for this position, any false statements, omissions, or other misrepresentations made by me throughout this application may result in my immediate dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date