

Klamath County Museum High School Internship Position

Position: Klamath County Museum



Klamath County owns and operates three public museums, each dedicated to preserving a unique aspect of the Upper Klamath Basin's rich history and heritage. Klamath County Museums are supported by taxes collected in Klamath County as well as the museum's many generous donors.

Job Summary:

Assist Klamath County Museum with the basic functions of the daily workings of the museum. Through hands-on experience the right intern will learn the variety of work done in a museum as well as the importance of the museum within their community.

Primary Responsibilities:

- Inventory and catalog incoming and backlogged donated artifacts and archives
- Exercise proper object and archive handling care and storage
- Digitize museum materials, including scanning and filing
- Conduct historic research as needed on assigned topics
- Lead tours of museum facilities for visitors
- Assist with special events

Required Skills/Qualifications:

- Responsible
- Friendly
- Comfortable working with the public and with all ages of museum patrons
- Organizational skills
- Willing to learn
- Attention to details

Expected Hours:

- 25-30 hours/week

Student Can Expect:

- Experience in a hands-on work environment
- A variety of daily tasks and situations
- Gained experience in customer service