

## **Registration Intern – Plains Indian Object Focus**

**Department:** Registration

**Intern Title:** Registration Data Management Intern

**Overview:** Provide an overview of the position and include a brief description of the museum or gallery the intern will be working in.

To capture data for the collection objects of the Buffalo Bill Historical Center as well as to perform related data entry, supporting the efficient and professional execution of the functions of the registration department.

**Level of Responsibility:** *Reports to* Director of Museum Services and/or Registrar

**Specific Duties and Responsibilities:** Describe what the intern will be doing on a daily basis or weekly basis. Try to be as specific as possible.

**-Major tasks:**

- Carries out related data entry in BBHC collections database, ARGUS, specifically for the Paul Dyck Collection
- Assists the Registrar by accessioning of collections objects
- Performs research in acquisition documentation files
- Assists the Registrar through systematic inventory of collections objects
- Assists movement of collections
- Performs additional duties consistent with the employee's background or training or which may be reasonably delegated as being in the best interest of the Center

**Qualifications:** Please list any skills and educational requirements that are necessary for this position.

**-Skill set:**

- Demonstrates efficient work habits and organizational skills
- Exhibits knowledge of computer technology, e-mail and Internet applications
- Communicates well, verbally and in writing
- Maintains a positive professional demeanor

**Standards of Performance:** Successfully carry out the functions outlined above in an efficient and timely fashion.