



MUSEUM INTERN POSITION DESCRIPTION

SUMMER 2025

Position Title: Museum Intern

Number of positions available: 14

Location: The Mammoth Site of Hot Springs, South Dakota

Program Objectives: The goal of this program is to provide exposure to a wide breadth of museum-related activities in a unique museum/field setting, with an emphasis on science communication, public education, and outreach.

APPLICATION REQUIREMENTS

- Cover Letter
- Current CV/Resume (With 2-3 references with contact information, and relevant coursework)
- 1 Academic Reference letter (or a suitable substitute)

Application materials are to be emailed to news@mammothsite.org. Please include your name in the subject line. Please have your reference send their letter directly to the email above with a subject line that includes your name (e.g., John Smith letter of recommendation)

POSITION DESCRIPTION

Mammoth Site Museum Interns will:

- Lead summer programs that teach guests about the Ice Age and paleontology
- Develop curriculum for a wide range of audiences utilizing the Mammoth Site and research conducted here
- Lead informal talks with museum visitors about the science of the Mammoth Site
- Work with guests from a wide variety of backgrounds
- Develop a wide variety of educational materials relating to the Mammoth Site's mission
- Conduct fieldwork within our Bonebed, including excavation and in-situ preservation/conservation
- Develop knowledge of fossil preparation and conservation, including manual preparation and air scribe techniques, consolidant usage, and creation of archival bedding jackets
- Develop knowledge of collections management, including cataloging and inventory of collections, database work, and housing/rehousing collections
- Participate in social media education and outreach as available
- Interact with current and emeritus researchers
- Other duties as assigned

QUALIFICATIONS

Successful Applicants will:

- Be currently pursuing an undergraduate or graduate degree in geology, biology, education, museum sciences, or other related field
- Be at least 18 years of age
- Have an understanding of science concepts

- Have an understanding of paleontological concepts, or be willing to learn
- Be willing to work with guests from a wide variety of backgrounds
- Be willing to work and live with interns and other seasonal staff from a wide variety of backgrounds
- Be able to safely lift 35 pounds
- Be able to spend extended periods of time on their feet
- Able to work independently
- Be a U.S. permanent legal resident or be authorized to work in the U.S.

VEHICLE AND DRIVER LICENSE REQUIREMENTS

A personal vehicle is RECOMMENDED but not required for this position.

Hot Springs is remotely located within the Black Hills. While the town is small, there are lots of external activities and areas to explore on the weekends within the surrounding region. Some popular destinations include Devil's Tower, Badlands National Park, Custer State Park, Wind Cave National Park, Rapid City, and the surrounding area. There are also plenty of trails and fossil prospecting locals within an hour radius. Transportation enables interns the flexibility to travel on their days off.

HOUSING

On-site housing is available and provided at no cost to the participant. Housing consists of a dormitory-style building with living, kitchen and laundry spaces. Each bedroom/bathroom will consist of two interns per unit.

INTERNSHIP DATES

Start Date: May 19, 2025

End Date: August 15, 2025

WAGES & BENEFITS

\$12.50/hour | 40 hours/week

On-site housing with laundry facilities provided