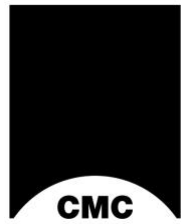


## Un-paid Intern Position Description



**Department:** Collections and Research/Zoology

**Volunteer Title:** Zoology Collections Intern

**Purpose:** to assist in the daily operations of the zoology department including, processing, cataloging, data entry, and on-going care/maintenance of zoology collections, and cleaning/organizing of collection and laboratory areas.

**Background:** Cincinnati Museum Center's zoology collections include birds, mammals, herps (reptiles/amphibians), fish, insects, and shells. These collections include both dry and fluid preserved collections, with some specimens dating back over 100 years. Collections are managed for both research and education purposes, as well as potential exhibit. Volunteers and students are critical to help museum staff keep up with daily activities in the collections.

**Location:**

Geier Collections and Research Center – 760 West Fifth St, Cincinnati, Ohio 45203

**Key Responsibilities:**

- Preparing animal carcasses for inclusion in the collection.
- Maintaining catalog records.
- Monitor collections for evidence of pests, mold, damaged housing (cabinets, jars, etc.), missing labels, etc.
- Helping museum staff to keep work and collection areas clean and well-organized.
- Assist in electronic record keeping for the collection.
- Assist staff in preparation of specimens for loans and/or exhibits.
- Students are typically assigned a primary project in one of the collection areas to focus on during their internship experience

**Requirements:**

- Current College/University student
- Must be able to perform technical work, make careful observations and record data legibly and accurately.
- Must have strong organizational skills and be attentive to detail.
- Interest in zoology, biology, or related field
- Familiar with spreadsheet databasing (Excel)
- Must be able to lift weight of at least 25 pounds.

**Reports To:** Dr. Heather Farrington – Curator of Zoology

Rachel Bridgens – Zoology Collections Manager

**Length of Appointment:** Fall semester (estimated 10-15 weeks)

**Time Commitment:** Flexible based on student schedule. Shifts available M-F business hours (9-4)

## Un-paid Intern Position Description

### Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center.
- Free parking at Cincinnati Museum Center locations.
- Discounts at food locations.
- Invitations to select exhibit previews, special events and lectures.
- Professional development, training opportunities and work experience.
- Complimentary CMC membership with set hour contributions.

**Dress Code:** Casual – clothes may get dusty/dirty

**Age Requirement, if any:** Student should be a currently-enrolled undergraduate or graduate student.