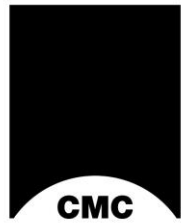


Volunteer Position Description



Department: Collections and Research

Status: Ongoing

Term: Short-Term (10-12 weeks), possibility of extension

Volunteer Title: Archaeology Lab Intern

Purpose: to assist in the processing, cataloging, data entry, and analysis of archaeological collections, particularly pottery, bone, stone, and botanical artifacts.

Background: Cincinnati Museum Center's archaeology collections document the prehistory and history of the central Ohio River Valley region and have their beginnings in the 1870s with the Cincinnati Society of Natural History. Collections include precontact and historic materials from the Museum's own excavation and survey investigations, private and institutional collections, amateur excavations and surveys, as well as federally mandated public archaeology projects. The archaeology department furthers scientific and historical knowledge of past human societies for the benefit of the public through scholarly publications, presentations, and exhibits that describe and interpret the archaeological record.

Location:

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

Key Responsibilities:

- Processing archaeological specimens and samples.
 - Identifying, washing, sorting, and numbering of historic and pre-contact artifacts.
 - Assist with flotation sample processing and curation.
 - Assist with photography of collection items, as needed.
- Analyzing a variety of artifacts, including pottery, stone tools, plant and animal remains and preparing for long-term curation.
- Maintaining provenience control for cultural materials and records.
 - Attention to detail, especially excavation unit, as well as feature and depth associations.
- Managing archaeological collections using a relational database.
 - Database management and entry.
- Digitizing excavation and collection documentation.

Requirements:

- Enrollment in University or Technical College with studies focused toward Archaeology, Anthropology, History, or related field
- Ability to access MyImpactPage.com (MIP) to self-manage your volunteer schedule and required training materials or otherwise arrange access through Volunteer & Intern Services.
- Scheduling flexibility and capacity to notify supervisor of sudden absences.
- Archaeological field and/or laboratory experience preferred.
- Anthropology/Archaeology experience preferred.
- Must have reliable transportation.
- Must be able to perform technical work, make careful observations and record data legibly and accurately.

Volunteer Position Description

- Must have strong organizational skills and be attentive to detail.
- Must be able to lift weight of at least 25 pounds.

Reports To: Bob Genheimer – The George Rieveschl Curator of Archaeology

Tyler Swinney – Manager, NAGPRA and Tribal Liaison

Time Commitment: Minimum 20 hours per week during summer break (anticipated 10 to 12-week duration)

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.

Dress Code: Casual – clothes may get dusty/dirty

Age Requirement, if any: Minimum – 18 years old