

Intern Position Description



Department: Collections and Research: Archaeology

Intern Title: Archaeology Intern

Purpose: Interns will participate in processing, cataloging, data entry and analysis of archaeological collections, particularly pottery, bone and stone artifacts. Interns will also have the option of working on a special project involving analysis, interpretation or exhibition of artifact collections, although the availability of this option cannot be guaranteed.

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 prehistoric 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 & Research Center – 760 West Fifth Street, Cincinnati, Ohio 45203

Key Responsibilities:

- Processing archaeological specimens and samples
- Maintaining provenience control for cultural materials and records
- Analyzing a variety of artifacts, including pottery, stone tools and flint objects
- Managing archaeological collections using a relational database

Requirements:

- Advanced undergraduate or graduate course work in archaeology, anthropology, museum studies or related fields
- Archaeological field and/or laboratory experience preferred.
- Must be able to work as part of a team.
- Must be able to perform technical work, make careful observations and record data legibly and accurately.
- Must be able to lift weight of at least 25 pounds.
- Form of own transportation

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

Tyler Swinney – NAGPRA Coordinator/Tribal Liaison

Length of Appointment: To be determined. Standard is 15 weeks.

Time Commitment: Varied, can be arranged. Standard is 20 hours a week.

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

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- 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

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- Currently enrolled as an undergraduate student
- Currently enrolled as a graduate student
- Have graduated within the past year