



# SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

## POSITION DESCRIPTION

<b>OFFICIAL POSITION TITLE:</b>	<b>Cultural Resource Management/Collections Intern</b>
<b>DEPARTMENT:</b>	<b>Ziibiwing Center of Anishinabe Culture &amp; Lifeways</b>
<b>CLASSIFICATIONS:</b>	<b>Internship (non-paid)</b>
<b>REPORTS TO:</b>	<b>Cultural Resource Management Team Leader/Collections System Manager</b>
<b>SUPERVISES:</b>	<b>Not Applicable</b>

### **POSITION SUMMARY:**

The position requires high standards of duty and responsibility in regards to the care and handling of extremely valuable Anishinabek artifacts and archives. The position will handle and care for priceless items for cataloguing, condition reports, and storage issues.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Will assist with safe and secure storage and ongoing care of the collections held at the Ziibiwing Center.
- May implement and maintain vital records about all collection pieces.
- Will assist with the process of accessioning and cataloguing materials and condition reporting.
- Will deal with enquiries and requests for information as directed by the CRM team leader.
- Will prepare artifacts, specimens, or works of art for exhibition.
- Assist with public access to artifact and archival collections.
- Will maintain orderly systems for the management of collections in keeping with standard museum practice.
- Will assist with coordinating all aspects of borrowing and lending objects.
- Will assist with digital imaging of artifacts for collections management systems.
- Will provide catalogue information on the collections to print or other media.
- All other duties as assigned.

### **CONTACTS/PURPOSE OF CONTACTS:**

Contact with intra department personnel, general public, tribal members, government officials, and research professionals to provide information and research assistance in utilizing Ziibiwing Center collections.

### **WORK ENVIRONMENT/SAFETY HAZARDS:**

Frequent use of hands, wrists, and fingers associated with computer operation. Frequent travel throughout Ziibiwing Center. Some lifting required.

### **MINIMUM QUALIFICATIONS:**

Must be 18 years old. Must be enrolled as a college student. Experience working in a controlled environment with Collections preferred. Must demonstrate proficiency on the computer utilizing various software and applications, digital camera operation a plus. Must demonstrate good organizational skills and ability to organize large amounts of paperwork and items. Must have a clear understanding and respect of Anishinabeg culture and mission of the Ziibiwing Cultural Society.

**PLEASE SUBMIT YOUR RESUME & COVER LETTER TO:**  
**William Johnson**                      **wjohnson@sagchip.org**