



Intern Position Job Description- Department: Collections and Research

Job Title: Archaeology Internship

Location: Geier Center for Collections and Research – Archaeology lab

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.

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: George Rieveschl Curator of Archaeology

Length of Appointment: To be determined

Time Commitment: Varied, can be arranged

Benefits:

- Free admission to Duke Energy Children’s Museum and National Underground Railroad Freedom Center
- Free admission to special exhibitions
- Free parking
- Discount at food cart
- Discounts on tours, programs and events

Dress Code:

Casual – clothes may get dusty/dirty

Age Requirement: Minimum – 18 years old