Information Technology Internship
Summer 2022

Hours per Week: part-time or full-time

Status: Unpaid Internship

Internship Description
The Mitchell Museum of the American Indian is looking for a self-motivated IT intern with a passion for technology, collaboration, and creative problem-solving. The intern will work on a variety of technology support and capacity building projects. This position will work closely with the museum staff.

Job Responsibilities

- Research and assist with systems integrations
- Research library management software/databases with public accessibility
- Research programs and technologies to upgrade museum exhibits and operations
- Digitize and import collections records into a database
- Import library catalogue to database
- Provide and assist with tech support and hardware maintenance

Preferred Qualifications

- Basic knowledge of technical skills and an aptitude to learn new technology
- Demonstrated experience with computer hardware and software
- Detail oriented and excellent analytical skills
- Knowledge of Microsoft 365, Google Suite and WordPress

How to Apply
Please send a resume to Kim Vigue, Executive Director, Mitchell Museum of the American Indian, at kimvigue@mitchellmuseum.org.