



# OUTREACH INTERN POSITION DESCRIPTION

## SUMMER 2022

**Position Title:** Outreach Intern

**Number of positions available:** 6

**Location:** The Mammoth Site of Hot Springs, South Dakota

### APPLICATION REQUIREMENTS

Cover letter, current CV/resume, and unofficial university transcript(s) submitted online along with application form. Two (2) academic references are to be emailed to [news@mammothsite.org](mailto:news@mammothsite.org) directly from your references with subject line: *Last name, first name\_outreach intern letter of recommendation* (ex: Smith, John\_outreach intern letter of recommendation).

### COVID-19 NOTICE

As the COVID-19 pandemic continues to change and evolve, project timelines and structure remain flexible and it may be necessary to postpone start dates or reformulate project descriptions. Should any development in the COVID-19 outbreak impair a project's timeline or results, The Mammoth Site will assess the situation and determine the best course of action at that time.

### POSITION DESCRIPTION

Communicating with the 100,000 plus guests that visit The Mammoth Site every year is an imperative part of our mission of preservation, research, and interpretation of The Mammoth Site. Outreach helps to ensure this is accomplished, whether it be by answering questions from guests while they're at The Mammoth Site or keeping the public informed of the work being done through our various social media channels. Outreach interns will have the opportunity to work directly with guests by acting as docents stationed around the Bonebed and will be available to start paleontology-related conversations and answer questions with guests. Interns will also interpret various Rove Carts created by Education interns. These Rove Carts cover a number of topics, including late Ice Age food webs, dung, physics, and other subjects.

Outreach interns will also work with the Public Relations Coordinator to create media that will be seen on our social media channels, as well as helping to promote engagement on these same channels. With over 15,000 followers across Facebook, Instagram, Twitter, YouTube, and TikTok, our content is viewed by hundreds of thousands of people all around the world. Interns will help with the planning, shooting, editing, and posting of content including video, photo, audio, and written word.

### QUALIFICATIONS

The applicant should be working towards a degree in communications (including public relations and social media management), history, education, museum studies, or related field, and with at least 3 courses towards their major. Early career and graduate students may also apply. Must have high attention to detail and be comfortable with public speaking. Experience with design programs, specifically Adobe Creative Cloud programs, and/or previous museum work preferred but not required. Must be at least 18 years of age.

Good communication skills and ability to convey scientific concepts are required as interns are expected to interact with visitors of varying ages and backgrounds. Moderate physical activity is to be expected. This position requires handling of average-weight objects up to 35 lbs and/or standing and/or walking on average of four hours per day.

The applicant must be a U.S. permanent legal resident or authorized to work in the U.S. International students must be at least in your second year at a U.S. academic institution, have U.S. citizenship, or previously established, or previously established work visa to be considered. Offers of employment are contingent upon a background check.

#### **VEHICLE AND DRIVER LICENSE REQUIREMENTS**

*A personal vehicle is RECOMMENDED but not required for this position.*

Hot Springs is remotely located within the Black Hills. While the town is small, there are lots of external activities and areas to explore on the weekends within the surrounding region. Some popular destinations include Devil's Tower, Badlands National Park, Custer State Park, Wind Cave National Park, Rapid City, and surrounding area. There are also plenty of trails and fossil prospecting locals within an hour radius. Transportation enables interns the flexibility to travel on their days off.

#### **HOUSING**

On-site housing is available and provided at no cost to the participant. Housing consists of two shared houses with living, kitchen and laundry spaces. Participants will have their own private bedroom and attached bathroom when available. Otherwise, each bedroom/bathroom will consist of two interns per unit.

#### **INTERNSHIP DATES**

**Start Date:** May 15, 2022

**End Date:** August 15, 2022

#### **WAGES AND BENEFITS**

\$10.00/hour | 40 hours/week

On-site housing with laundry facilities provided

#### **SUPERVISORS/MENTORS**

Presston Gabel | *COO/Business Manager*

Claire Scarborough | *Public Relations Coordinator*