



OREGON PARKS AND RECREATION DEPARTMENT

INTERN JOB DESCRIPTION

JOB TITLE: Interpretive Intern for Collier Memorial State Park

SUPERVISOR'S NAME & TITLE: James Beauchemin, Park Manager

ANTICIPATED DURATION OF POSITION: mid-June to mid-September 2010 (flexible start and finish dates)

WORK HOURS/SCHEDULE:

40 hours per week with 2 consecutive days off, weekends and evenings are occasionally required. The starting salary is \$11.42 hourly, \$1979 monthly.

Please be aware that due to the economic downturn and subsequent state budget short-fall the Governor has ordered mandatory furloughs for employees. This position will be required to take prorated furloughs in the biennium 2009-2011.

LOCATION/JOB SITE(S):

Office space is available at Collier State Park in the main Park Office. There is a networked computer, phones, desks, copier, printer, scanner, office supplies, archival supplies, research materials, storage and office support staff available. Collier Memorial State Park & Logging Museum features an extensive outdoor collection of logging equipment and artifacts, considered by many to be the largest and most complete logging museum known.

POSITION RESPONSIBILITIES & DUTIES:

The primary focus of the intern's duties will be assisting in the implementation of the Collier State Park Interpretive Concept Plan. Duties will focus on advancing the development of museum period cells (life-size dioramas featuring historic equipment) depicting planned logging eras. Activities will involve: site planning, placement of interpretive kiosks & display shelters, construction assistance for a logging camp Cookhouse recreation, assisting with the relocation of museum logging artifacts, silhouette construction, parking improvements and actual restorations of equipment. The intern will also be involved in historical research and design of displays to support this interpretive plan. They will assist with archiving, researching and administering gift agreements for existing and new museum donations. There will be opportunity to participate in hands-on construction and preservation. Internship activities may occur within the Collier State Park & Logging Museum, or planning and research activities may take place off-site.

REQUIRED AND PREFERRED SKILLS, EDUCATION and EXPERIENCE:

This candidate should have a sincere interest in history represented by the Collier Logging Museum and its related regional themes of historic logging, pioneer life, natural history and Native American influence. They need to be able to plan, organize and carry assigned projects forward in a successful manner, while coordinating and affirming major activities with park management. The intern should be outgoing and able to interact well with the visiting public, those donating artifacts, contractors and park staff. They should be an independent, self-motivated, creative and resourceful individual who enjoys working independently on projects. The intern should possess an educational background in museum sciences, interpretation, history, architecture, landscape architecture, non-profit management or folklore. They should have strong organizational and interpersonal communication skills. They will need good computer skills (Microsoft Word, Excel). The intern should have a willingness to participate in equipment restoration and small construction projects.

ORIENTATION, TRAINING, COACHING, MENTORING, AND EVALUATION PROVIDED:

The Park Manager will be responsible for initial orientation, daily coaching, mentoring and evaluation of the intern. The work plan will begin with a review of planned interpretive items that are available for implementation by the intern. This review will then identify those items that best fit the intern's skills and background, while advancing a major component of the Collier State Park – Interpretive Concept Plan. The work plan will set forth objectives and a timetable for the intern to pursue. Daily contact with park management will be available. Progress reviews will be on a weekly basis, and will be based on discussion and presentation of supporting project submittals. Training shall be that offered within our department or appropriate interpretive class offerings. Evaluation will consist of a final presentation of project submittals, followed by an in-depth review with the intern.

(over)

TOOLS AND EQUIPMENT TO BE USED:

Office space is available at Collier State Park in the main Park Office. There is a networked computer, phones, desks, copier, printer, scanner, AV equipment, museum archival supplies, storage and office support staff available. Supporting software and an agency email address will be provided. Upon request, park vehicles are readily available for duties assigned by park management. Artifact restoration supplies and equipment are available at the maintenance shop as well. Management will provide orientation to museum catalogs, files, collections, contacts and appropriate related historic resources.

HOUSING IS AVAILABLE:

Collier Park has a very nice bunkhouse available only for seasonal employees and interns. It consists of two shared bedrooms, kitchen/common area, laundry and bath/shower. It is fully furnished with quality furniture, bedding, washer/dryer and kitchen supplies. The facility has all modern amenities. Interns will be required to pay nominal rent.

TO APPLY:

Applications accepted starting **Feb. 2, 2010**. Send a resume and cover letter explaining your relevant experience and interest. Be sure to state the dates you are available.

CONTACT:

James Little, Interpretive Coordinator
Oregon Parks and Recreation
725 Summer Street, Suite C, Salem, OR 97301
Phone: 503-986-0749 Fax: 503-986-0792
James.Little@state.or.us

PHYSICAL CAPACITY FORM TO BE ATTACHED UPON INQUIRY ABOUT THE JOB.