



Kittitas County Historical Society, Inc.
114 E Third Ave
Ellensburg, WA 98926
509-925-3778 | kchm@kchm.org

Diversity in Local History (DLH) Intern (Temporary) Description

Job Type: Paid Internship
Employment Period: September 2024 to June 30, 2025 (exact start date flexible – maximum length of employment: 655 hours)
Pay Rate: \$22.00 per hour
Benefits: Paid Sick Leave
Min. Experience: 0-1 Year
Min. Education: H.S. Diploma/Equivalent
FLSA Status: Temporary; Non-Exempt, Part Time; Hourly
Reports to: Museum Director
Location: Kittitas County Historical Museum, Ellensburg

Position Description:

The Diversity in Local History (DLH) Intern will participate in a project funded through the Washington State Historical Society Diversity in Local History (DLH) grant for a maximum of 655 hours to update the records of a collection of local Indigenous basketry by assisting in the collection, transcription, and preservation of history and knowledge through oral interviews with local Indigenous elders. Information collected will be used (with permission) to update catalog text and photographs, update existing exhibit text, and create audio soundbites. This position reports to the Museum Director. This project is scheduled through 06/30/2025.

Key Responsibilities:

- Review museum catalog records related to Indigenous objects and family photographs held in cultural custody of the Museum for completeness of records (context, provenance, information) and presence of a digital record (photograph or scan).
- To collect and transcribe oral histories from local Indigenous elder(s) in relation to the Indigenous objects and family photographs held in the cultural custody of the Museum. This will be directly supported by the Museum Director and outside staff (local Archivist/Oral Historian) and any video-audiographer necessary.
- Provide modifications and updates to catalog records using information collected through oral histories after review and approval by oral history interviewee. Information may also be used for updates in exhibit label text.
- Ensure all interactions are culturally responsive, respectful, and based on a foundation of our commitment to diversity, equity, accessibility, and inclusion.



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Qualifications:

- **Required Qualifications:**

- Enrollment in a program at a Bachelor's Degree level or above (or equivalent), or having recently graduated within a period of 5-years with degree. This position is an internship.
- Previous experience with museum collections required.
- Experience working collaboratively with colleagues.
- Ability to communicate clearly both verbally and in writing.
- Enthusiasm for our Museum's exhibits, collections, programs, and mission.

- **Preferred/Desired Qualifications:**

- Degree focus in anthropology, museum studies, Indigenous studies (or similar), archives or information science, history, or similar programs.
- Experience with Indigenous items.
- Experience with or knowledge of current best practices in oral histories.
- Experience working with oral histories or archival collections documenting the stories of Indigenous persons or communities.
- Previous cataloging experience with PastPerfect 5.0 or similar database.

Supplemental Information:

- **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; talk or hear. The employee is frequently required to sit for long periods of time. The employee must be able to lift, maneuver, and/or move up to 40 lbs.

- **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, work will primarily be performed during the standard core business hours of 9am to 5pm Monday through Friday though work can be regularly required outside of the customary hours to include evenings, weekends, and holidays as assigned, as well as irregular hours and shifts. Some statewide travel may be



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required which may require overnight stays. The noise level in the work environment is usually moderate.

How to Apply:

To be considered for this position, you must attach the following:

- **Letter of Interest** describing how your experience and qualifications relate to the duties and qualifications of the internship
- **Current Resume**
- **3 Professional References**

Email to: KCHM@KCHM.ORG

No phone calls, please.

Applications must be received by Friday, September 13, 2024 at 5:00 PM PST to be considered.

Museum Overview:

The Kittitas County Historical Society, Inc. has collected, preserved, and shared the history, heritage, and culture of Kittitas County since 1961. It opened its first museum in 1962 before purchasing the Cadwell Building in 1974, where it held a grand opening on June 1, 1975. Since then, it has amassed a collection of over 30,000 artifacts, photographs, and archival items, and showcases those through more than a wide array of exhibits, programs, and events. For more information, please visit KCHM.org.

The Kittitas County Historical Society Inc. is a 501(c)(3) private nonprofit organization and an Equal Opportunity Employer.