



CROW CANYON
ARCHAEOLOGICAL CENTER

Education Intern Job Description

Position Title: Education Intern
Status: Non-exempt
Employment Category: Temporary (10 wk Internship)
Reports to: Education Manager
Approved: 2/10/22 TH

Position Summary:

The Education Internship is designed to provide experience in developing and delivering education programs and products for all learners with an emphasis on public archaeology, American Indian engagement, and outreach. Interns will gain valuable experience working with, and learning from, Crow Canyon's education, field, lab, and American Indian initiatives staff, and they will engage with members of the public (in person or remotely). The Crow Canyon Education department specializes in the fields of Southwestern archaeology, anthropology, and American Indian studies. Responsibilities include developing interpretive materials and displays for sensitive material culture, teaching and supervising participants in Crow Canyon programs, curricula development, and preparing educational materials.

Education and/or Experience:

Advanced undergraduate or graduate course work in education, museum studies, archaeology, anthropology, American Indian studies, or a related field is required.

Essential Duties and Responsibilities:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education interns may assist with the following:

- Researching needs and best practices for developing specific educational content
- Designing and creating educational materials for the public (interpretive signage, displays, etc.) in line with Crow Canyon's mission and values
- Helping participants learn the culture history of the northern Southwest, especially that of the Ancestral Pueblo people
- Teaching traditional skills and technologies
- Instructing participants using modern educational pedagogy
- Assisting with the supervision of lay participants
- Conducting tours of Crow Canyon's archaeological excavations, laboratory, and leading trips to other Ancestral Pueblo sites in the Mesa Verde region
- Developing curricula related to Crow Canyon's education and research
- Developing and delivering distance learning programs
- Assisting educators in the classroom (indoors and outdoors) and in preparing class materials

Knowledge, Skills, and Abilities:

- Advanced undergraduate or graduate course work in education, museum studies, archaeology, anthropology, American Indian studies, or a related field
- Ability to work as part of the Mission staff team
- Ability to work well with students ranging from fourth graders to senior citizens, many of whom have no previous archaeological experience
- Ability to adapt to a dynamic work environment

Physical Demands:

- Must occasionally lift and/or move up to 50 pounds
- Must be able to regularly lift and/or move up to 30 pounds
- Must be able to work in adverse weather conditions including heat, rain, and snow
- Must be able to ascend and descend ladders for program activities
- Must be able to walk over uneven terrain
- Must be able to legally and safely operate a 15-passenger van and mini bus
- Must be able to stoop, kneel, reach, crouch, or crawl to perform essential job duties
- Must be able to sit for a prolonged period of time

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Certificates, Licenses, and/or Registrations:

- Valid driver's license
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position

- Complete transportation-related training
- Must be willing to comply with all Crow Canyon health and safety protocols (including, but not limited to, wearing a mask and filling out the health questionnaire).

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

I have received a copy of my job description. I understand and accept the responsibilities of this position.

Signature of Employee

Date