

**Nevada Northern Railway Museum
JOB POSTING**

POSTING DATE: March 7, 2025
JOB TITLE: Archives Intern
DIVISION: Archive Department
STATUS: Seasonal, Hourly Position
CLOSING DATE: Resumes or applications accepted until position is filled
APPLICATION: Download at <https://nnry.com/employment/>

General

The Nevada Northern Railway Museum Archive Department oversees a wide range of archival materials related to the historic operations of the railway, the copper mine and the smelter. Parts of the collection also focus on the development of the local communities and the company's ties to other sites. The vast majority of the materials were left on the site when the railroad was transferred to the community to be operated as a museum. Other collections have been donated since the founding of the museum to enhance the original materials.

Supervision Received

The intern will work under the general supervision of the Archivist.

Essential Functions

As part of their duties, the intern will be responsible for:

- Assisting the archivist with all aspects of the archive department with focus on the digitization, cataloging and storing efforts.
- Assist the staff in various projects to better the archive department.
- Use public speaking skills to connect with visitors to the archives and history of the railroad.
- Assist the curator with other collections management.
- Develop interpretive programming, printed guides and/or other outreach for the archive department.

Marginal Functions

- Post on social media for the Nevada Northern Railway National Historic Landmark.
- Conduct tours of the railyard and provide narration on the train. During tours, the intern will be responsible for the safety and education of visitors.
- If desired by intern (and scheduling allows) the intern may be qualified as a railroad brakeman on the Nevada Northern Railway.

Minimum Qualifications

- Education: Graduation from high school or GED required, enrollment in secondary education in a history, museum studies, archives or other related program preferred.
- Experience: Experience in museums or archives preferred. Must have and be able to demonstrate: strong organizational skills, ability to work on projects with minimal supervision, and strong public speaking skills.

- Must have a valid driver's license and clean driving record.
- Must be able to pass a drug test.

Housing:

Housing is available and will be provided at no cost to the individual. Intern housing will be a private or shared room in the NN Ry bunkhouse with shared kitchen, living, dining, and bathroom facilities. The intern will need to bring bedding, towels, and toiletries. Housing is within walking distance of the duty station.

Work Environment:

Nevada Northern Railway National Historic Landmark is very remote at 6,500 ft with varying weather conditions with high temps into the 90s and lows into 30s. Ely is a small city with essential services, including a grocery store, restaurants, hotels, a hospital, and a DMV. The nearest major airports are in Salt Lake City and Las Vegas, approximately 240 miles away.

The intern must be able to lift 60 pounds safely. The intern should expect to spend extended periods outdoors, both in sunlight and at night

Tasks require a variety of physical activities periodically involving muscular strain. Physical activity and demands are frequently related to walking, standing, stooping, climbing, sitting, lifting and reaching. Talking, hearing, and seeing is essential to job performance. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving common to most job functions. Periodic local travel required in course of performing portions of job functions. Incumbent may be exposed to seasonal weather extremes, various chemicals, solvents and fuels in the performance of day-to-day tasks.

Salary

This is seasonal position, ideally the intern would be available from mid-May or early June until late August or early September. Workweek is 40 hours and will consist of working most weekends and holidays. The workday can vary from 3:30 a.m. to 11:30 p.m. There is a weekly stipend of \$600. Housing in the bunkhouse is provided at no cost. There is a \$500 travel allowance.

Applying

Letters of interest, resume and a completed Nevada Northern Railway Employment Application (available at <https://nnry.com/employment/>). Letters, resumes and completed Nevada Northern Railway Employment Application can be mailed to Mark S. Bassett, Nevada Northern Railway Foundation, PO Box 150040, Ely NV 89315 or e-mailed to employment@nnry.com, in the subject line please put Archive Internship.