

Non-Code Ordinance

By: Museum
Introduced: January 10, 2022
Public Hearing: January 24, 2022
Adopted: January 24, 2022
Yes: Brown, Graham, Harvey, Johnson, Sullivan-Leonard, Velock
No: None
Absent: None

**City of Wasilla
Ordinance Serial No. 22-04**

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Accepting And Appropriating \$7,400 From Museums Alaska, ARPA Federal Funding For A Summer Intern For The Wasilla Museum Photo Exhibit Project.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose. To appropriate funds for a summer intern for the Wasilla Museum Photo Exhibit Project. The Intern will research, design, install and evaluate an interactive photography exhibition at the Museum. This includes planning the opening reception and creating social media posts about the exhibition.

Section 3. Appropriation of Funds. The funds are appropriated to the following:

Professional Services Other	001-4510-451.30-34	\$6,400
Travel	001-4510-451.50-81	\$1,000

Section 4. Source of Funds.

ARPA AK State Museum	001-4500-331.42-00	\$7,400
----------------------	--------------------	---------

Section 5. Effective Date. This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on January 24, 2022.



Glenda D. Ledford, Mayor

ATTEST:



Jamie Newman, MMC, City Clerk



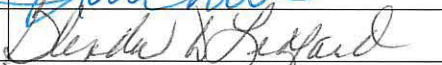

[SEAL]

**City of Wasilla
Legislative Staff Report
Ordinance Serial No. 22-04
(Non-Code Ordinance)**

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Accepting And Appropriating \$7,400 From Museums Alaska, ARPA Federal Funding For A Summer Intern For The Wasilla Museum Photo Exhibit Project.

Originator: Bethany Buckingham Follett
Date: 12/20/2021

Agenda of: 1/10/2022

Route to:	Department Head	Signature	Date
X	Finance Director		12-29-21
X	Deputy Administrator		12/29/21
X	City Clerk		1/5/2021
X	Mayor		1/5/22

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number:

Professional Services Other	001-4510-451.30-34	\$6,400
Travel	001-4510-451.50-81	\$1,000
		Total: \$7,400

Attachments: Ordinance Serial No. 22-04 (1 page)
2022 ARPA Internships Information for Host Institutions (6 pages)

Summary Statement: Museums Alaska has made available a federal pass-thru grant in the amount of \$7,400 to the Wasilla Museum and Visitor Center for a 2022 Summer Intern. The intern will research, design, install, and evaluate an interactive photography exhibition at the museum. This includes planning the opening reception and creating social media posts about the exhibition.

This is a new opportunity, so the fiscal year 2022 budget does not include these grant revenues nor the corresponding appropriation. This legislation would accept and appropriate these funds.

Proposed Action: Introduce and set the Ordinance for public hearing.

2022 ARPA Internships Information for Host Institutions

Schedule

December 20: Date by which Anjuli must receive answers from host institutions to *all the questions in italics*.

December 27: Open recruitment

January 21: Close recruitment

January 23- February 9: Interviews and reference checks

February 14: Intern notification; connect interns with potential hosts

February 21: Intern decision deadline

February 28: Make official match

April 15: Deadline for signed agreement/ contract between intern, host, MA

May-September: 10 week internships.

September 15: Deadline for host institution report to Museums Alaska

Total Funding

Museums will receive \$7400 (\$6400 for the intern's stipend and \$1000 to subsidize museum's housing costs).

Stipend and Benefits

This is not a benefited position. The intern is considered a contractor, not a staff person. *If this might cause challenges for your museum, please reach out to Anjuli.*

The intern will receive a total of \$6400 for the 10-week internship, paid according to a schedule agreed upon between the intern and the host museum. If an intern leaves the position prior to the end of the 10 weeks, the final payment will be pro-rated based on the hours worked in the most recent pay period at the rate of \$17 per hour.

Host institutions must issue a 1099-MISC to interns for federal taxes.

Grant Disbursement

The entity that pays the intern will receive the \$7400 up front.

Let Anjuli know by when you would like to receive the money.

Let Anjuli know who will be disbursing the funds to your intern-- the museum or a "friends" group. In rare cases it might be arranged for Museums Alaska to disburse the stipend directly to an intern.

Recruitment Process

The Alaska State Museum and Museums Alaska will recruit interns by connecting with graduate programs in museum studies and allied fields. The internship announcement will be forwarded to program directors, who will pass the recruitment information on to graduate students.

Applicants will submit a cover letter, resume, and the name and contact information for 2 references, one of whom must be associated with their current degree of study. Applicants will indicate in their cover letter which internship opportunities they would like to be considered for. ASM will review the application materials for all applicants and select the top candidates for each position.

If a host institution would like to be involved in the selection process, ASM will forward the top candidates' application materials to the designated supervisor. It is then the responsibility of the host institution to conduct the interviews, check references, and decide which candidate to offer the internship.

Otherwise, ASM will conduct the interviews, check references, and make the internship offer. ASM will connect the selected intern with the host institution after the offer is made. At this point, the host institution should arrange to speak with the candidate and answer their questions. The selected intern will then decide to accept the appointment or not. The host institution will prepare a contract for the intern to sign, stipulating the terms of the internship. ASM will provide a template contract.

Please alert Anjuli whether you would like ASM to lead the selection process or if you would like to interview and select your own intern.

Liability insurance

As contractors, interns are not protected under the hosts' workers' compensation insurance plans. Interns must secure appropriate liability insurance for the extent of the internship. Some interns might be covered under their university insurance programs and should check with their program.

Travel

It is the intern's responsibility to pay for travel to and from the internship site unless another arrangement has been made with the host institution.

Housing

Host museums will receive \$1000 to subsidize housing expenses. The host museum will provide housing at no cost to the intern, including utilities. The interns must have a private bedroom in a furnished home with a kitchen.

Moreover, the host museum needs to take into consideration local transportation. How will the intern get to work every day? Is the accommodation near enough that they can walk or bike? What about public transportation options? Is there a loaned car they could use?

If the intern is dissatisfied with the housing provided by the host museum, it is the intern's responsibility to both locate and pay for an alternate housing situation.

Let Anjuli know how you anticipate the intern will travel to and from work each day. This might be important to include in the recruitment information.

Work Schedule

The intern will work 37.5 hours a week on a schedule to be determined by the intern and the intern's supervisor. The internship is 10 weeks in length—the beginning and ending date to be agreed upon by the intern and supervisor. All internships must be completed by September 15, 2022.

Tell Anjuli if your museum has any date limitations so she can include this in recruitment information.

Intern Program Credit

It is the responsibility of the intern to complete all the paperwork that may be required to receive credit for the internship and to pay for said credits.

Mentorship, Enrichment and Evaluations

Each intern will be assigned a mentor from Museums Alaska or the Alaska State Museum. At the beginning of the internship, the intern, site supervisor, and mentor will meet to discuss the intern's work plan and learning goals. The mentor will arrange a mid-internship meeting to assess progress. Finally, there will be a summative evaluation completed by both the intern and the supervisor. Aside from this, the mentor will connect with the intern on occasion throughout the internship.

A goal of this internship is to connect emerging museum professionals with the Alaska museum community. To accomplish this, interns will be expected to attend Museum Connect on the first Tuesday of each month of their internship and attend Distance Networking events, scheduled for the third Thursday of each month.

Internship Locations

Please confirm that the description below accurately describes the internship and your organization. The host descriptions include information that alerts prospective interns to living or working conditions they might find challenging.

Alutiiq Museum, Kodiak, Alaska

Internship Description: The intern will catalog a large collection of scanned photographs gathered as part of the museum's Community Photo Archive project. This will include tagging photos, developing captions, uploading photos to the collections management database, inputting

metadata, and developing finding aids. The intern will work on other collections and exhibition projects on occasion.

Desired Qualifications: Experience working with Excel, understanding of digital archival processes.

About the Host: The Alutiiq Museum is an accredited museum with a staff of 10 dedicated to preserving and sharing Alutiiq/ Sugpiaq culture. The museum has a large archaeological collection and a growing archival collection. The museum is preparing for a physical expansion. It is located in Kodiak, Alaska, a town of approximately 6,000, which is only accessible via airplane or ferry.

Recruitment note: Target archival programs;

Juneau-Douglas City Museum, Juneau, Alaska

Internship Description: The intern will assist the Curator of Collections and Exhibits with a variety of collections projects. This includes processing object and archival collections, including object labeling, photography, creation of catalog records in Past Perfect, etc. The intern will also assist with an ongoing collections inventory.

Desired Qualification: The intern will have some experience with collections management databases and handling objects.

About the Host: The Juneau-Douglas City Museum is a municipal museum with three full-time staff. Juneau is located in rainy Southeast Alaska and is the capital of the state. The city is a tourism hub with a population of 32,000.

Recruitment note: Target Museum Studies programs

Ketchikan Museums, Ketchikan, Alaska

Internship Description: The intern will catalog incoming collections, including objects, archival materials, and oral histories. The intern will assist with object labeling, collections database management, devising collections storage solutions, photography and more.

Desired Qualifications: The intern will need to demonstrate a keen attention to detail, have basic photography skills, and some knowledge of Adobe software.

About the Host: Ketchikan Museums is a municipal organization that operates the Tongass Historical Museum and the Totem Heritage Center in Alaska's southernmost city. Ketchikan has a population of 8,000 and is located in rainy Southeast Alaska. It is a one hour flight from Seattle and only accessible via air or water.

Recruitment note: Target Museum Studies programs

Museum of the Aleutians, Unalaska, Alaska

Internship Description: Assist with all aspects of exhibition development and management, from developing new temporary exhibitions to maintenance of permanent exhibitions.

Desired Qualifications: The intern will need to have knowledge and some experience in exhibition design and installation, some experience with collections management systems, and experience with design software such as InDesign, Photoshop, or Canva.

About the Host: The museum is a non-profit organization that has a full-time, professional staff of three who care for and share a collection primarily composed of archaeological materials. Unalaska is extremely remote. The small community of 4000 can only be accessed via plane (3 hours from Anchorage) or a ferry (3 days from the mainland). At times the community lacks regularly scheduled air service. There is no hospital in Unalaska but there is a clinic with doctors and nurses.

Recruitment note: Target Exhibition Development programs

Port Alexander Historical Society, Port Alexander, Alaska

Internship Description: The intern will prepare a nomination to the National Register of Historic Places for the building that the Port Alexander Historical Society occupies, the Carl Hansen House (ca 1920). This includes filing a Determination of Eligibility with the Alaska State Historic Preservation Office, conducting primary source research and writing a narrative for the historic context, developing the architectural description, taking and locating photographs, and completing the nomination form to the best of their ability. The intern will spend 2 weeks on site in Port Alexander and another X weeks in Juneau conducting research. The rest of the internship will be conducted remotely

Desired Qualifications: The intern will be familiar with the National Register of Historic Places nomination process, be well versed in architectural descriptions, and have experience conducting building research. The intern must have previously spent time in remote and/or rustic settings.

About the Host: The Port Alexander Historical Society is a very small non-profit organization with zero paid staff. During the summer, the historical society operates a museum in the remote Southeast village of Port Alexander, population of approximately 50. Port Alexander is accessible via float plane from the city of Juneau or the town of Sitka. Port Alexander has no hospital or medical clinic and lacks most amenities, though there is internet and telephone service.

Recruitment Note: Target Historic Preservation programs

Pioneer Air Museum, Fairbanks, Alaska

Internship Description: Develop an interpretive plan for a historic aircraft and execute some aspect of the plan. This could include developing exhibition design documents, writing an exhibition script, creating educational programs, etc.

Desired Qualifications: The intern will need to have experience conducting primary source research and have some familiarity with interpretive planning. Candidates should have the ability to work well with others while being self-directed and have strong writing and research skills. Some experience with collections management is also preferred.

About the Host: The Pioneer Air Museum is a non-profit museum run by a small staff of part-time employees. Staff have been working to improve collections management and refine the scope of the collection. The museum is housed in a facility without a restroom on the premise, though there is one very close by. Fairbanks is a mid-sized city with usual amenities.

Recruitment note: Target Museum Studies, Public History, Northern Studies programs.

Valdez Museum & Historical Archive

Internship Description: Assist with all aspects of cataloging object collections, from photography, to conditions assessments, to database management, to housing collections.

Desired Qualification: Experience with Past Perfect 5.0, experience with handling artifacts

About the Host: The Valdez Museum & Historical Archive is a non-profit organization with a staff of six. VMHA has spent the last decade on a collections management improvement project and now is actively fundraising to construct a new museum facility. Valdez has a population of 4000 and is located a 5-hour drive or one hour flight from Anchorage.

Wasilla Museum, Wasilla, Alaska

Internship Description: The intern will research, design, install, and evaluate an interactive photography exhibition at the museum. This includes planning the opening reception and creating social media posts about the exhibition.

Desired Qualifications: The intern will need to have good time management skills, knowledge and experience with exhibition theory and design, working knowledge of Microsoft Office Suite and experience with social media.

About the Host: The Wasilla Museum is a municipal museum with two full-time employees. The museum recently moved into a remodeled facility and is currently developing new permanent exhibits. Wasilla is a small city with usual amenities.

Recruitment note: Target museum exhibition programs