

**AD&A Museum Undergraduate Internship Program**

**Job Description:** Undergraduate intern (part time / non-paid)

**Position Overview:** Become an Art, Design & Architecture Museum intern. Help sustain the artistic vibrancy of our campus community while on your way to exploring a career in art history, museum studies, and/or community development.

**Background**: The AD&A Museum has initiated a dynamic undergraduate internship program in order to fulfill its goal of engaging with members of our campus community and the greater Santa Barbara area. The intern will work primarily with museum staff on specific museum exhibition and collections projects and/or education and community programs. This position requires someone who is personable, collaborative, well-organized, accountable and enthusiastic. Priority will be given to applicants who express an interest in the visual arts, cultural research, and educational outreach, as well as those with a cumulative GPA of 3.0+. **All majors are welcome to apply.**

**Responsibilities:**

* Meet weekly with your project supervisors
* Attend hour-long weekly seminar
* Complete seminar assignments
* Participate in evening and weekend museum events
* Lead docent tours upon request

**Internship Benefits:**

* Professional training / experience working in a museum setting
* Involvement in the visual arts and community outreach
* Development of research, writing, communication, and networking skills
* Academic credit towards your degree

**Hours:** 2 units minimum for a range of 6-12 hours per week, depending on credit earned agreement (1 unit = 3 hours per week during the academic year; 1 unit = 5 hours per week during summer sessions).

**Duration:** A minimum of two academic quarters (20 weeks), excluding summer internships.

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| --- | --- |
| **NAME:** | |
| **UCSB EMAIL:** | **PHONE:** |
| **MAJOR(S):** | **MINOR(S):** |
| **YEAR:** | **GPA:** |
| **EMERGENCY CONTACT (name / #)** | |

*Please answer the following questions:*

**Why do you want to intern at the AD&A Museum?**

**How would you contribute to the success and atmosphere of the AD&A Museum?**

**What background and/or interests do you have relating to the art and/or museums?**

*Circle all skills that pertain to you:*

**BASIC / ADVANCED PHOTOSHOP**

**SOCIAL MEDIA**

**PUBLICITY**

**COMPUTER SKILLS**

**PHOTOGRAPHY / DIGITAL IMAGING**

**VIDEOGRAPHY**

**CATALOGING / INVENTORYING**

**HANDLING ART / LIFTING**

**INSTALLATION**

**FILING / DATA ENTRY**

**DETAIL-ORIENTED**

**MOUNT-MAKING**

**RESEARCHING**

**WRITING**

**ORGANIZED**

**PUBLIC SPEAKING**

**PRESENTING**

**NETWORKING**

**TEACHING**

**DESIGN / ENGINEERING**

**CONSTRUCTION / REPAIRS**

**LIGHTING**

**SELF-MOTIVATED**

**PROFESSIONAL / PUNCTUAL**

**Please list any additional skills or comments you have regarding this section:**

**What aspect of the AD&A Museum interests you most? Rate from 1 to 7 (1 being your first choice). Please note that some of these positions are available on a periodic basis.**

\_\_\_\_\_ **Registrar Intern** (3 hours/week): Pulling and putting away art as needed from the print room and

vaults, maintaining online records of the collection, scanning and taking pictures of the collection

for the online database, and compiling exhibition lists

\_\_\_\_\_ **Cataloging Intern** (3 hours/week): Photograph, measure, and describe a private collection

(This position requires a reliable mode of transportation to an off-site location)

\_\_\_\_\_ **Education Outreach Program Intern** (3-6 hours/week): Collaboratively developing curriculum for

k-12 audiences. Creating and delivering age appropriate presentations with corresponding

activities for museum tours.

\_\_\_\_\_ **Library Intern** (12 hrs/week): Assisting Special Research Collections with library exhibitions,

researching and analyzing rare books and artifacts, writing wall labels and bibliographies,

installation assessment of library exhibitions, assisting with online exhibitions

\_\_\_\_\_ **Communications Intern** (3 hrs/week): Update the Wordpress blog, take photos at museum

events, design flyers, send out chain emails, communicate with museum audiences utilizing social

media

\_\_\_\_\_ **Curatorial Intern** (3 hrs/week) Identifying artists that would be relevant for upcoming exhibitions,

conducting research on said artists, preparing materials for use by professors and/or graduate students, assisting with chronological ordering and filing of paperwork, locating works in the archive

\_\_\_\_\_ **Exhibition Designer Intern** (3 hrs/week): Preparation of exhibition spaces and shop maintenance, in

addition to individually-oriented projects ranging from the production of short training films to

cataloging past exhibitions and design undertakings

**Are you interested in a summer internship with us?**

□ YES □ NO

**Are you interested in managing the Museum Student Organization (MSO)?**

□ YES □ NO

**Are you interested in managing the I.V. Box?**

□ YES □ NO

**Is this internship fulfilling a requirement for your degree? \*\*\***

□ YES □ NO

\*\*\* A maximum of 4 letter-graded units may be applied to any major/minor offered by the History of Art and Architecture

**How did you hear about this internship?**

Your application packet should include:

✓ 4-page application form

✓ Resume

✓ List of references and at least one letter of recommendation

Please submit your application via email to:

**adamuseumucsb@gmail.com**

or submit all materials in one envelop to the

AD&A Museum office located in the Arts Building, Room 1626 (behind the museum).

Address it to:

Curatorial Fellow

Art, Design & Architecture Museum UCSB Re: Internship Application

Or email your application

**Application Deadline: By 5pm, Friday of the 5th week of the Spring quarter**