

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 with museum staff on specific museum exhibition and collections projects and/or education and community programs. Interns will also interface with the public by giving museum tours and will work collaboratively to develop outreach proposals and events. 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: 3 units minimum for whole academic year with 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: Interns must commit to the program for the full academic year.

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

Please submit a one page cover letter addressing the following questions:

Why do you want to intern at the AD&A Museum and how would an internship fit into your long-term goals?

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 8 (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.

_____ **Architecture and Design Collection Archive Assistant** (4 hours/week): organize, process, and catalog the large architectural drawings, renderings, photographs, and project files in the ADC. The interns will work alone, with each other, or the archivist, to create finding aids for archival collections; also enters data into computer programs, handles fragile materials with care, and may assist with creating online exhibits or digitization projects.

_____ **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. Works as a team to develop and execute kinder exhibition at the end of school year.

_____ **Library Intern** (3-12 hrs/week): Arrange, describe, and process archival historical and art related collections. Assist curators with ongoing exhibitions research and installation, assisting local artist with cataloguing and digitization, and assisting with the curation of digital exhibitions using the Spotlight digital management system. Learn about archival management and production work in a special collections environment.

_____ **Communications Intern** (3 hrs/week): Update the Wordpress blog, take photos at museum events, design flyers, send out chain emails, and 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

_____ **Impactmania Intern** (3-6 hrs/week): Group-oriented multi-disciplinary project titled "Human Mind and Migration," culminating with an exhibition, tasks include research, conducting interviews, recording and editing videos, transcribing interviews, and publishing content. Considering the present historical moment and its sociopolitical and environmental issues related to migration—from the consequences of climate change to public policymaking. In collaboration with the Neuroscience Research Institute, Department of Religious Studies, and global partners.

_____ **SBMA Docent Intern** (6-12 hrs/week): Work downtown at Santa Barbara Museum of Art as student gallery guides, connecting 6-12th grade students to the exhibitions, collections, and mission of the Museum. Given in-depth access to special exhibitions, permanent collections, and mandatory training workshops. Guides lead an average of 3 to 6 gallery conversations per month and engage in special projects including assisting on Sunday or Thursday evening family and community programs on an as-need basis. Must be available Fridays from 11-1pm. Summer training and additional trainings two half-days per quarter.

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
- ✓ 1-page Cover Letter
- ✓ List of references and at least one letter of recommendation

Please submit your application via email to:

sgimenez@ucsb.edu

or submit all materials in one envelop in my mailbox in the
Art and Architectural History office located in the Arts Building.

Address it to:

Sophia Gimenez

Art, Design & Architecture Museum UCSB Re: Internship Application