

AD&A Museum Undergraduate Internship Program

Application Form - Fall 2026-Spring 2027

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

Position Overview/Goals: Become an Art, Design & Architecture Museum intern. Help sustain the artistic vibrancy of our campus community while exploring a career in art history, museum studies, digital humanities, and/or cultural work. Interns contribute to the museum's internal operations—including collections, archives, exhibitions, and communications—while also supporting its broader public engagement

Background: In 2012, the AD&A Museum 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 Museum has since partnered with various institutions promoting access to education, arts, and culture in Santa Barbara (including local artist studios and the Santa Barbara Museum of Art), providing interns with a wide range of learning opportunities that contribute to their academic and professional development.

Interns may work across the Museum's departments—Curatorial, Registration and Collections Management, Communications, and the Architecture and Design Collection—as well as with partner institutions such as UCSB Library Special Collections. Interns also engage emerging digital practices through collaboration with the Material / Image Research Lab (MIRL).

Requirements: Enrollment in the AD&A Museum Internship Seminar (Fall/Winter/Spring ARTHI 192A/B) is required. This year-long course lays the theoretical and practical foundation for museum work through assignments, guest lectures, field trips, and outreach initiatives.

Interns must:

- Attend weekly classes and complete seminar assignments
- Meet weekly with their supervisor
- Conduct internship activities as assigned
- Participate in museum events when requested
- Commit to the full academic year

This position requires someone who is personable, collaborative, well-organized, accountable, and enthusiastic. Priority will be given to applicants with an interest in the visual arts, cultural research, museum work, or digital practices. All majors are welcome to apply.

Application deadline: Monday May 18th, 11:59pm

Responsibilities:

- Meet weekly with your supervisor
- Conduct internship activities as assigned by supervisor
- Attend weekly seminar (ARTH I 192 A/B) and complete relevant assignments
- Participate in Museum events upon request

Internship Benefits:

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

Application Requirements:

- Completed application form
- Cover letter
- Resume
- 1 letter of recommendation from a current or former supervisor
- Interview upon request

Hours: 3 units minimum per quarter (2 units from the seminar + 1 unit from the internship) with a range of 3-12 hours of internship work per week (1 unit = 3 hours per week).

Duration: Interns must commit to the program for the full academic year.

Name:		Pronouns:	
UCSB e-mail:		Phone:	
Major(s):		Minor(s):	
Year:		GPA:	
Emergency contact (name/number):			

Please check all skills that pertain to you. Feel free to elaborate in your cover letter.

- | | |
|--|--|
| <input type="checkbox"/> Basic Photoshop | <input type="checkbox"/> Research |
| <input type="checkbox"/> Advanced Photoshop | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Presenting |
| <input type="checkbox"/> Photography / digital imaging | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Videography | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Cataloging / inventorying | <input type="checkbox"/> Leading museum tours |
| <input type="checkbox"/> Handling art / lifting | <input type="checkbox"/> Design / engineering |
| <input type="checkbox"/> Installation | <input type="checkbox"/> Construction / repairs |
| <input type="checkbox"/> Filing / data entry | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Self-motivation |
| <input type="checkbox"/> Mount-making | <input type="checkbox"/> Professionalism / punctuality |

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

Internship Positions

Please rank the following positions in order of preference (1 being your top choice).

() **AD&A Museum Registrar Intern** (*minimum 3 hours/week*):

Job Description:

Under supervision of the Collections Manager & Registrar, the intern(s) will assist in cataloging and uploading information and images of the Fine Arts collection onto the AD&A Museum website. Interns gain experience interacting with and handling a wide range of collection objects. Sensitive information associated with collection items requires discretion.

Responsibilities:

- Assist in cataloging and uploading information, images, and metadata
- Handle collection objects under supervision

- Maintain accurate records (condition reports, provenance, exhibition history)
- Assist in managing the museum's collection database
- Maintain confidentiality regarding sensitive information

Preferred Skills/Experience:

- Experience with Photoshop or similar software
- Cataloging or inventory experience
- Familiarity with art handling

Expectations:

- Minimum 3-hour weekly in-person block
- 24-hour notice for absences
- Professional dress appropriate for collections work
- Strong organization and attention to detail

Learning Outcome:

- Experience working with diverse collection materials

() **AD&A Museum Communications Intern** (*minimum 3 hours/week*)

Job Description:

Assist the museum's communications team in developing programming, outreach, and digital content. Responsibilities include managing social media, designing promotional materials, and engaging audiences.

Responsibilities:

- Conduct outreach to organizations and communities
- Produce Instagram content (reels, posts, series)
- Support content creation and publishing
- Maintain social media calendar
- Analyze engagement data

Preferred Skills/Experience:

- Social media or communications experience
- Graphic design skills
- Strong writing ability

Expectations:

- Strong organizational and communication skills
- Ability to manage multiple projects

Learning Outcome:

- Experience in museum communications and public engagement

() **Architecture and Design Collection Archival Intern** (*minimum 6 hours/week, 2-4 credits/quarter*):

Job Description:

Assist in processing archival collections.

Responsibilities:

- Rehouse and organize archival materials

- Conduct research on collection materials
- Assist in creating a Finding Aid
- Assist in inventory projects

Preferred Skills/Experience:

- Interest in archival work
- Strong organizational and fine motor skills

Expectations:

- Minimum 3-hour in-person work blocks
- Adherence to archival handling protocols
- Ability to lift materials (up to 20 lbs)

Learning Outcome:

- Experience in archival processing and preservation

() **AD&A Museum – MIRL Digitization Intern** (*minimum 6 hours/week*)

Job Description:

Collaborate with the AD&A Museum and the Material / Image Research Lab (MIRL) to digitize collection materials using specialized imaging technologies. This position explores the relationship between digital tools and material objects.

Responsibilities:

- Prepare materials for digitization
- Digitize objects using scanners and imaging equipment
- Catalog and organize metadata
- Assist in maintaining digital records
- Handle collection objects under supervision

Preferred Skills/Experience:

- Interest in digital humanities or imaging technologies
- Experience with Photoshop or similar tools
- Strong attention to detail

Expectations:

- Minimum 3-hour in-person work blocks
- 24-hour notice for absences
- Professional conduct and attention to detail

Learning Outcome:

- Training in digital preservation and imaging workflows
- Experience working between physical collections and digital archives

() **AD&A Museum Curatorial Intern** (*minimum 6 hours/week, 2 credits/quarter*)

Job Description:

Assist with research and planning of exhibitions, including writing and administrative support.

Responsibilities:

- Conduct research

- Write artwork descriptions
- Support exhibition planning

Preferred Skills/Experience:

- Strong research and writing skills

Expectations:

- Independent and organized work habits

Learning Outcome:

- Experience in curatorial practice

() **Local Artist Intern** (*minimum 3-6 hours/week, 1-2 credits/quarter*)

Job Description:

Work with a local artist on cataloging, research, and exhibition preparation.

Responsibilities:

- Organize and document artworks
- Assist with promotional materials
- Research exhibition opportunities

Expectations:

- Ability to work independently
- Transportation required

Learning Outcome:

- Insight into professional artistic practice

() **Santa Barbara Museum of Art – Collections Management/Registration Intern** (*minimum 4 hours/week*)

Job Description:

Assists the Registration Department with the care, maintenance, and oversight of the permanent collection and works of art on loan at the Santa Barbara Museum of Art

Responsibilities:

- Maintain and update object records in the museum's collections database (TMS – The Museum System)
- Conduct artwork inventories and object photo documentation
- Help Registrars safely handle and move artworks and update object locations as needed
- Assist with artwork condition reporting
- Digitize and organize Registration records
- Help maintain physical Registration object files
- Conduct object-based research for Registration files under the guidance of the senior Permanent Collections Researcher and Manager of Archives

Expectations:

- Strong organizational skills, attention to detail, and the ability to multi-task

- Must be able to practice discretion with confidential information
- Previous knowledge of art media and art handling is highly desirable

Learning Outcome:

- Develop a foundational knowledge of museum registration practices and gain insight into the role and functions of the Registrar within a fine art museum environment

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?