OVERVIEW

The Golden Gate National Recreation Area (GGNRA) is a destination for both locals and international visitors with its sweeping vistas, immense biological diversity, and unique cultural resources. With over 15 million visitors annually and over 80,000 acres of land, the GGNRA is the largest urban national park in the country.

The museum collections exist to document and support the history of the sites found within the GGNRA. The collection held at the park is one of the largest in the NPS and contains millions of items representing centuries of human history and many elements of the natural world. Collections feature military themes and include materials from the Spanish-American War, Coast Artillery defenses, and soldier life. Other items in the collection are related to the many sites and activities that are in the park such as Alcatraz, Land's End, the Cliff House, the Panama-Pacific International Exposition, and the operations and management of the GGNRA. The Museum Program, within the Cultural Resources Division, cares for and maintains these items, ensuring they will be available for the generations to come.

POSITION

Do you have a strong love of history and want to get hands on experience with historic objects and archives? Want to learn how and why the GGNRA keeps museum collections?

The GGNRA Museum Program is seeking a student intern to assist with the numerous responsibilities of maintaining the large and wide-ranging collection held by the park. Working as part of a dedicated team, the intern will be provided with a hands on opportunity to learn about and participate in a highly diverse work environment with other museum professionals.

This internship will include learning and implementing professional standards of museum care, maintenance, and management. The incumbent will gain knowledge in the requirements and policies the NPS must follow for acquiring and processing objects into the permanent museum collection. Outreach opportunities will demonstrate ways museum and archival collections are
used to interpret and preserve the park’s history as well as how the Museum Program motivates the public and park staff to continue researching their own interests in history.

DESCRIPTION OF DUTIES

- **Collections Management**
  - Conduct inventories of items and update collections records with current data
  - Assist with environmental and IPM duties
  - Learn the fundamentals of rehousing and storing various materials as appropriate to their condition

- **Outreach**
  - Collaborate with park and museum staff in the development of temporary and long term exhibits
  - Participate in outreach events such as Open Houses, park events that include small exhibits, and staff orientations
  - Learn the processes of making collections available and accessible to the public through various media and methods
  - Support archives staff with investigating patron’s research questions and fulfilling copy/scan requests

- **Museum Program Projects**
  - Assist with the cataloging and processing of collections to make them available for research
  - Perform background research on current or potential collection items as requested
  - Work with museum staff to ensure all elements of the collections are documented properly and at professional standards
  - Become familiar with the NPS policies regarding museum collections

BENEFITS

- Gain professional practice in the museum field
- Increased knowledge and hands on experience in the ways of maintaining historic resources and collections materials
- Enhance customer service skills and public interaction
- Opportunity for personal/professional development days to pursue an interest, including training and education in various departments within the Park Service and Parks Conservancy.
• Enjoy a rewarding experience of preserving historic materials for the public and future generations
• Fifty Dollar ($50.00) per day taxable stipend available, plus academic credit.

DESIRED QUALIFICATIONS
• Enthusiasm for working with a dedicated team to maintain museum standards
• Desire to learn and develop skills for preservation
• High attention to detail
• Ability to work independently after direction
• Adaptable to changing situations and problem solving
• Energetic and self-motivated
• Customer service skills
• Good communication skills, respect for others
• Knowledge of basic Microsoft Office and photo editing softwares
• Work days to be between Monday - Friday

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT
• Intern must be comfortable with prolonged sitting and standing
• Comfortable climbing ladders to retrieve collections as necessary
• Ability to lift, carry, and position items weighing up to 50 pounds
• Ability to move or lift potentially heavy or awkward objects
• Intern will work primarily indoors and often in areas with no natural light
• Intern may work with potentially dangerous collections that have biological contamination such as mold, insects, or vermin, requiring provided protective dust masks and/or clothing

TERMS
• Desired Start Date: January 2017
• 2 – 3 days per week, January through May. Summer (full time) extension may be possible based on funding, performance, and need. Schedule may include a weekend or two.
• Available only to students currently enrolled in College of Marin, SF State, and City College of San Francisco
• Intern must have a Social Security Number or Individual Taxpayer Identification Number to receive stipend
To apply for this position, please submit an application and send a resume and a thoughtful cover letter to AcademicIntern@parksconservancy.org. Please indicate the position(s) that you are applying for in your cover letter. No phone calls please.

The Parks Conservancy and National Park Service seek to increase diversity in the workplace and reflect our Bay Area community. People of color and of all backgrounds are encouraged to apply.