



Museum Program Academic Internship

Golden Gate National Parks; In-Person
Part-Time, Summer 2023

Available only to students currently enrolled at COM, SFSU and CCSF

Introduction

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 19 million visitors annually and over 80,000 acres of land, the GGNRA is the largest urban national park in the country.

The park's 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.

Internship Overview

The Academic Internship Programs runs Tuesday May 30 - Friday August 4, 2023 (10 weeks total)

**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 the 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.

This internship will be primarily on-site (with health and safety precautions in place) with some virtual work that may be done at home. In the event that the environment is at too high a risk for in-person work, the internship will switch to completely virtual.

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
 - Contribute to group projects including transcribing handwritten documents for accessibility and auditing oral histories for accuracy and standardization

In this position, the intern will:

- Gain professional practice in the museum field
- Develop connections between the goals and mission of the park with the collection
- Increase knowledge and hands on experience in the ways of maintaining historic resources and collections materials
- Enhance customer service skills and public interaction
- Enjoy a rewarding experience of preserving historic materials for the public and future generations

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 primarily to be between Monday – Friday. Virtual projects may be done at student’s discretion.

Physical Requirements and Work Conditions

- 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

Health and Safety

It is the policy of the Golden Gate National Parks Conservancy to create and maintain a safe and healthful workplace free from recognized hazards that may cause harm to employees and interns, consistent with and in compliance with applicable state and federal laws. Employees and interns will play an active role in creating a safe and healthy workplace and will comply with all applicable health and safety rules. The Conservancy is committed to the goal of implementing an effective health and safety program and an injury prevention program.

Based on the current state of the COVID-19 pandemic, the Parks Conservancy requires all employees, interns, and independent contractors to be vaccinated and to provide proof of such vaccination as a condition of employment, internship, or performing contract work.

Benefits

- Seventy-five dollar (\$75.00) per day taxable stipend plus academic credit available
- Gain experience in the methods of sharing and caring for historic materials for the public and future generations.
- Opportunity to attend Park Academy Classes on a variety of topics including resume building and interview skills, park orientation and history, flora and fauna, mapping and monitoring, computer skills, and much more
- Opportunity to enjoy the scenery, wildlife and cultural resources of a spectacular National Park.
- Opportunity to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our natural lands while engaging the next generation of park stewards
- Opportunity for personal/professional development days to pursue an interest, including training and education days in various departments within the Park Service and Parks Conservancy
- Uniform will be provided

Terms of Position

- **The term for this internship position is Tuesday May 30 - Friday August 4, 2023 (10 weeks total)**
- In-person (safety and public health permitting – virtual work will be provided otherwise)
 - Work site: Presidio of San Francisco
- 2.5 days per week (primarily Monday-Friday)
- Intern must be able to work in half-day or full day increments
- Required attendance at orientation and onboarding sessions (three full days), as well as end of program celebration; Tuesday May 30, Wednesday May 31, Tuesday June 6, and Friday August 4.
- Intern must have a Social Security Number or an Individual Taxpayer Identification Number to receive stipend
- Available only to students currently enrolled at College of Marin, SF State or City College of San Francisco (must be enrolled for spring, summer, or fall 2013 classes to be eligible, open to students in ALL majors

Position Contact and How to Apply

To apply for this position, please [submit an application](#) and send a resume and a thoughtful cover letter to Internships@parksconservancy.org. Please indicate the position(s) that you are applying for in your cover letter. No phone calls please. **Application deadline is Thursday, March 30.**

Information Webinar: Thursday March 23, 2:30 - 4 pm, for more details and to register visit www.parksconservancy.org/academicinternships.

The Golden Gate National Parks strive to engage a workforce reflective of the community it serves. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin religion, sexual orientation, or physical disability. All qualified applicants are encouraged to apply.