



## Museum Program Academic Internship

Golden Gate National Parks; In-Person  
Part-Time, Summer 2024

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

### Organization Description

Since 1981, the Golden Gate National Parks Conservancy (Parks Conservancy) has served as the nonprofit partner of the National Park Service, collaborating with the Presidio Trust, partners, donors, and the community to support the Golden Gate National Recreation Area (GGNRA). The GGNRA stretches across three Bay Area counties north and south of the Golden Gate Bridge and includes iconic places such as Muir Woods National Monument, Fort Point National Historic Site, Alcatraz Island, Crissy Field, Mori Point, Lands End, and the Presidio of San Francisco.

### Branch/Unit Description

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

**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 have 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 position is located at the Presidio of San Francisco. Work is performed in an office setting, on-site. The AIP program requires at least 2 full days per week onsite.

**Reports To:** NPS Supervisory Curator

**Essential Functions and Responsibilities:**

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

#### **Knowledge, Skills, and Abilities (KSAs):**

- 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 software

#### **Health and Safety:**

It is the goal of the Parks Conservancy to create and maintain a safe and healthy workplace. We work to mitigate hazards and risks that may cause harm to employees, consistent with state and federal laws. Employees play an active role in creating a safe and healthy workplace and are expected to comply with all applicable health and safety rules.

Based on the current state of the COVID-19 pandemic, the Parks Conservancy requires all employees to be vaccinated and to provide proof of such vaccination as a condition of employment.

#### **Physical Requirements and Work Environments:**

- 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 of Position

- Start Date: May 29, 2024
- In-person (safety and public health permitting – virtual work will be provided otherwise)
  - Work site: Presidio of San Francisco
- **Work Schedule:** 2-3 days a week, Monday - Friday, May 29<sup>th</sup> – August 2<sup>nd</sup> (10 weeks total)
- Intern must be able to work in half-day or full day increments
- 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 and City College of San Francisco

### **Learning Objectives:**

- 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

### **Benefits:**

- 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
- **Two hundred and fifty dollar (\$250) per week** taxable stipend plus academic credit available
- Uniform will be provided

### **Position Contact and How to Apply**

To apply for this position, please [submit an application](#) by April 1, 2024. For questions regarding the Academic Internship Program, please reach out to [internship@parksconservancy.org](mailto:internship@parksconservancy.org). No phone calls please.

### **Application Deadline Date: April 1, 2024**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

The Golden Gate National Parks Conservancy is an Equal Opportunity Employer. Recruitment, placement and promotions are conducted without regard to an individual's race, color, religion, sex, national origin, age, physical handicap, veteran status or sexual orientation, or any other classification protected by Federal, State, and local laws & ordinances. We will consider qualified candidates with criminal history in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All qualified applicants are encouraged to apply.