



Information Technology Support Internship

Location

Dominguez Rancho Adobe Museum
18127 South Alameda Street, Rancho Dominguez, CA 90220
www.dominguezrancho.org

Contact

Luis Fernandez, Executive Director
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Phone (310) 603-0088
Fax (310) 603-0009

Hours

Minimum of 120 hours / Must be available at least 1 day per week

Salary

Unpaid internship

Starting Date: As soon as possible once the internship is offered

Deadline to Apply: Open year round

SUMMARY

The Dominguez Rancho Adobe Museum seeks a responsible and dependable student or recent graduate seeking a career development opportunity. Information Technology Support Interns will gain experience in installation, maintenance, upgrade, and removal and induction of information technology equipment such as personal computers, printers, and related devices. Interns will troubleshoot software, hardware and/or computer networking devices. They are expected to be able to work independently, be self-directed, and capable of being trusted with museum property. Candidates will act as IT support for museum staff, interns and volunteers and should have good written and verbal communication skills. IT interns who demonstrate knowledge in the field may be asked to lead or consult for small projects that improve museum information technology access for staff, volunteers and interns.

About The Dominguez Rancho Adobe Museum

The mission of the friends of Rancho San Pedro is to preserve and increase community awareness of the Dominguez family, Homestead adobe, and the Rancho San Pedro, the first Spanish land grant in California. This is accomplished through educational programs and the operation of the Dominguez Rancho Adobe Museum.

By the culmination of their term, interns will have gained experience with Information Technology and working in a small institution. We pride ourselves in providing interns with opportunities that are engaging and stimulating towards their career goal.

REPRESENTATIVE DUTIES

- troubleshoot software, hardware and/or computer networking devices
- installation, maintenance, upgrade, removal and induction of information technology equipment
- Demonstrate knowledge of the Dominguez Rancho Adobe Museum mission
- Communicate effectively with museum staff, volunteers, and interns
- Assist with other related tasks as needed

REQUIREMENTS

- Currently enrolled in an accredited academic institution or graduated within the last two years
- A major in Information Technology, Computer Science, Computer Engineering, or related field.
- Strong written and verbal communication skills
- Ability to communicate effectively with staff, volunteers, patrons and other interns
- Must be able to work in groups or independently

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