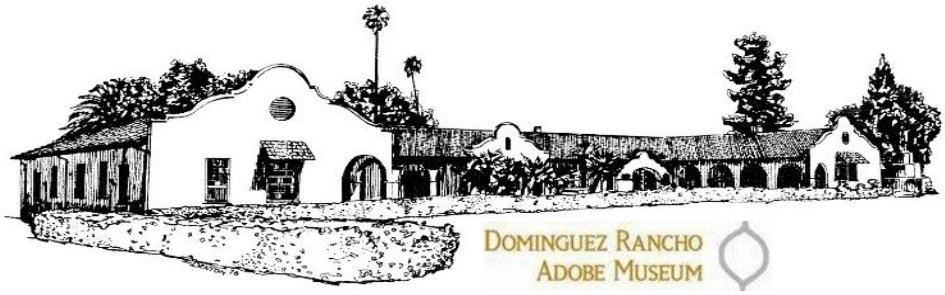


# Curatorial and Conservation Internship

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

**Contact**
Celeste Calabrisi, Executive Director
celeste.calabrisi@dominguezrancho.org
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**

Curatorial and conservation interns will work closely with museum staff to assists with the cataloging, inventory, conservation, and curation of the archives and collections at the Dominguez Rancho Adobe Museum. Interns gain experience working with PastPerfect, a museum archiving software, to document and catalog museum objects. They will also assist with arranging, recording and/or editing finding aids to facilitate access to materials in the repository. Interns may also be requested to research conservation techniques and create descriptions for artifacts. Opportunities to assists with preventative conservation and the curation of small exhibit displays are limited but available. Those interested in curation will likely be requested to conduct historical academic research to support advancing projects.

**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.*

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

**REPRESENTATIVE DUTIES**

- Catalog and document museum objects
- Record and edit finding aids
- Arrange and file objects
- Conduct research and provide accurate sources
- Demonstrate knowledge of the Dominguez Rancho Adobe Museum mission
- Communicate effectively with museum staff, volunteers, and inters
- Assist with other related tasks as needed

**REQUIREMENTS**

- Currently enrolled in an accredited academic institution or graduated within the last two years
- Major Anthropology, Archeology, Museum Studies, Language and Culture, Sociology, History, Liberal Studies or other related fields
- Strong written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to conduct academic research
- Ability to work in groups or independently
- Experience with archival work is appreciated but not required
- Intermediate to strong fluency with MS office including Word, Excel, and PowerPoint

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