



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
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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 assist 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 assist 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 interns
- 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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