

## AD&A Museum Undergraduate Internship Program

**Job Description:** Undergraduate intern (part time/non-paid)

**Position Overview/Goals:** Become an Art, Design & Architecture Museum intern. Help sustain the artistic vibrancy of our campus community while on your way to exploring a career in art history, museum studies, and/or community development.

**Background:** In 2012, the AD&A Museum initiated a dynamic undergraduate internship program in order to fulfill its goal of engaging with members of our campus community and the greater Santa Barbara area. The Museum has since partnered with various institutions promoting access to education, arts, and culture in Santa Barbara (Isla Vista Youth Project, Santa Barbara Museum of Art, Lum Art Zine), as well as with university departments (UCSB Library, Special Research Collections), to provide interns with a wide range of learning opportunities that contribute to their academic and professional development. Moreover, interns can also work within the Museum, as positions are made available in various sectors – Curatorial, Registration and Collections Management, Communications and Programming, and in the Architecture and Design Collection.

**Requirements:** The AD&A Museum Internship Seminar (ARTHI192A/B) is a requirement of the Internship Program. This course aims to lay the theoretical and practical foundation for the pursuit of future work and studies in museums through class assignments and discussions, guest lectures, field trips, and outreach initiatives. Interns must thus attend the weekly classes and fulfill the seminar tasks, in addition to participating in museum events and conducting their individual internships. Interns are required to commit to the Program for the full school year. This position requires someone who is personable, collaborative, well-organized, accountable, and enthusiastic. Priority will be given to applicants who express an interest in the visual arts, cultural research, and educational outreach, as well as those with a cumulative GPA of 3.0+. All majors are welcome to apply.

### Responsibilities:

- Meet weekly with your project supervisors
- Attend weekly seminar
- Complete seminar assignments
- Participate in evening and weekend museum events
- Lead docent tours upon request

### Internship Benefits:

- Professional training/experience working in a museum setting
- Involvement in the visual arts and community outreach
- Development of research, writing, communication, and networking skills
- Academic credit towards your degree

**Hours:** 3 units minimum for whole academic year with a range of 6-12 hours per week, depending on credit earned agreement (1 unit = 3 hours per week during the academic year; 1 unit = 5 hours per week during summer sessions).

**Duration:** Interns must commit to the program for the full academic year.

<b>Name:</b>	
<b>UCSB e-mail:</b>	<b>Phone:</b>
<b>Major(s):</b>	<b>Minor(s):</b>
<b>Year:</b>	<b>GPA:</b>
<b>Emergency contact (name/number):</b>	

**Please submit a one-page cover letter addressing the following questions:**

1. Why do you want to intern at the AD&A Museum and how would an internship fit into your long-term goals?
2. How would you contribute to the success and atmosphere of the AD&A Museum?
3. What background and/or interests do you have relating to the art and/or museums?

**Circle all skills that pertain to you. Feel free to elaborate in your cover letter.**

- |                               |                               |
|-------------------------------|-------------------------------|
| BASIC / ADVANCED PHOTOSHOP    | RESEARCH                      |
| SOCIAL MEDIA                  | WRITING                       |
| PUBLICITY                     | ORGANIZATION                  |
| COMPUTER SKILLS               | PUBLIC SPEAKING               |
| PHOTOGRAPHY / DIGITAL IMAGING | PRESENTING                    |
| VIDEOGRAPHY                   | NETWORKING                    |
| CATALOGING / INVENTORYING     | TEACHING                      |
| HANDLING ART / LIFTING        | DESIGN / ENGINEERING          |
| INSTALLATION                  | CONSTRUCTION / REPAIRS        |
| FILING / DATA ENTRY           | LIGHTING                      |
| DETAIL-ORIENTED               | SELF-MOTIVATED                |
| MOUNT-MAKING                  | PROFESSIONALISM / PUNCTUALITY |

**Please list any additional skills or comments you have regarding this section:**

**The AD&A Museum Undergraduate Internship Program offers a wide array of positions, in various Museum sectors, UCSB departments, and cultural and educational institutional in Santa Barbara. Rate available positions from 1 to 10 (1 being your first choice). Please check if the minimum number of hours for a given position is compatible with your schedule or number of units desired.**

- ( ) **AD&A Museum Registrar Intern** (*minimum 3 hours/week*): Under supervision of the Collections Manager & Registrar, the intern(s) will assist in object accessioning which includes anything from sculptures to paintings. This review of objects includes measuring, capturing essential information such as signatures and dates as well as photography all of which is uploaded into our collections-based software with a short description. This allows the interns to get experience writing about objects as well. Intern(s) will also be included in locating objects to their storage spaces; completing inventories and unpacking objects. Since we are a very small staff, interns are able to gain valuable experience actually touching and handling all types of collection objects. It's a big responsibility and this opportunity is not often found in museums.
- ( ) **AD&A Museum Communications Intern** (*3-12 hours/week*): Communications Interns will assist the museum's Communications & Programming Assistant (C&MA) to create dynamic advertising and programming (events, workshops, etc) that help the museum meet its mission of "stimulating research and support artistic practice through the Art, Design & Architecture Museum's collections." This includes managing the museum's various social media networks and other online accounts, designing graphic materials (flyers), developing the bi-weekly newsletter, updating the word-press blog, reaching out to relevant organizations and communities to engage them in our programming, and collecting opinions and data from our audience to better serve their needs. Responsibilities will vary week to week, depending on the events calendar. Interns will provide their own unique ideas and experiences to develop the museum's image and presence both on and off campus.
- ( ) **Architecture and Design Collection Curatorial Intern** (*minimum 6 hours/week*): Are you curious about how to organize an exhibition? Do you have an interest in architecture and design? Would you like to join a creative team and environment? The intern in this position will work alongside the curator of the Architecture and Design Collection supporting the tasks associated with organizing exhibitions. These tasks include researching the collection, creating checklists, scanning documents, drafting prospectuses, reports, presentations, bibliographies, and emails, as well as participating in meetings with architects, designers, and creative minds. Attention to detail, and familiarity with Microsoft and Adobe Suites is strongly preferred.
- ( ) **Architecture and Design Collection Archival Intern** (*minimum 6 hours/week*): Organize, process, and catalog the large architectural drawings, renderings, photographs, and project files in the ADC. Must be detail oriented, be able to move boxes of materials, and work independently. Enters data into computer program, handles fragile materials with care, and may assist with creating online exhibits, scanning items and editing in Photoshop, and interacting with researchers.
- ( ) **Education Outreach Program Intern** (*minimum 3 hours/week*): Education & Outreach interns will work with their peers to develop art history lesson plans for kindergarteners at IV Elementary. Key responsibilities include writing lesson plans; designing creative crafts; teaching kindergarteners; and curating the spring Kinder-art exhibition. Interns should enjoy teaching kids; collaborating and working in teams; and finding new ways to engage children and families with the museum. This job ranges from 3-6 hours per week. The after school program at IV Elementary is either from 3-4 or 4:30-5:30, so interns must have some availability between these times during the week.
- ( ) **Lum Art Zine Intern** (*minimum 3 hours/week*): Lum Art Zine features arts & culture in and around Santa Barbara and Ventura, California. Created collaboratively by local artists and writers, Lum Art Zine is committed to great writing and meaningful conversations about art. Interns work directly with the editor-in-chief, writing a minimum of one review of a current exhibition at an area museum or gallery per quarter. The editor will provide a list of exhibitions and interns are encouraged to select a show in their area of interest. Reviews will be copyedited by the editor and published on lumartzine.com. This is a great opportunity, particularly for students interested in pursuing careers in the arts, curating, museum studies, graphic design, writing, communications, publishing and journalism. Students of all disciplines are welcome.

- ( ) **UCSB Library Intern** (*minimum 3 hours/week*): Arrange, describe, and process archival historical and art related collections. Assist curators with ongoing exhibitions research and installation, assisting local artist with cataloguing and digitization, and assisting with the curation of digital exhibitions using the Spotlight digital management system. Learn about archival management and production work in a special collections environment.
- ( ) **Santa Barbara Museum of Art Intern** (*minimum 6 hours/week*): Work downtown at Santa Barbara Museum of Art as student gallery guides, connecting 6-12th grade students to the exhibitions, collections, and mission of the Museum. Given in-depth access to special exhibitions, permanent collections, and mandatory training workshops. Guides lead an average of 3 to 6 gallery conversations per month and engage in special projects including assisting on Sunday or Thursday evening family and community programs on an as-need basis. Must be available Fridays from 11-1pm. Summer training and additional trainings two half-days per quarter.

**Are you interested in a Summer internship?**

- YES  NO

**Are you interested in managing the Museum Student Organization (MSO)?**

*(The AD&A Museum Student Organization seeks to enrich the campus art community and facilitate multicultural appreciation beyond the borders of Santa Barbara. MSO is an official Associated Student organization that is completely run by designated interns, including the president, and other UCSB student members.)*

- YES  NO

**Are you interested in managing the I.V. Box?**

*(The IV Box is a student-curated space located in the lobby of IV Theater, one of UCSB's largest lecture halls. In collaboration with UCSB's Art, Design & Architecture Museum and IV Arts, The Box promotes the visual arts within the close-knit community of Isla Vista. More info at: <http://ivarts.ihc.ucsb.edu/the-box/>)*

- YES  NO

**Is this internship fulfilling a requirement for your degree? \*\*\***

- YES  NO

\*\*\* A maximum of 4 letter-graded units may be applied to any major/minor offered by the History of Art and Architecture

**How did you hear about this internship?**

**Your application packet should include:**

✓ Application form

✓ Resume

✓ 1-page cover letter

✓ List of references and at least one letter of recommendation

Please submit your application via email to:

**leticiaobralima@ucsb.edu**

or submit all materials in one envelop in my mailbox in the  
History of Art and Architecture office located in the Arts Building.

Address it to:

**Leticia Cobra Lima**

**Art, Design & Architecture Museum UCSB Re: Internship Application**