

AD&A Museum Undergraduate Internship Program

Application Form - Fall 2025-Spring 2026

Application Deadline: May 16, 2025

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 (Local artist studios and architecture offices as well as the Santa Barbara Museum of Art), to provide interns with a wide range of learning opportunities that contribute to their academic and professional development. Moreover, interns can also work on campus within the various departments of the AD&A Museum—Curatorial, Registration and Collections Management, Education, Communications and Programming, and in the Architecture and Design Collection—as well as the UCSB Library’s Special Research Collection.

Requirements: Enrollment in the AD&A Museum Internship Seminar (Fall/Winter/Spring ARTHI192A/B) is a requirement of the Internship Program. This year-long 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, including enrollment in the Internship Seminar, for the full academic 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 supervisor
- Conduct internship activities as assigned by supervisor
- Attend weekly seminar (ARTH I 192 A/B) and complete relevant assignments (75 mins/week, 2 units per quarter)
- Participate in Museum events upon request

Internship Benefits:

- Professional training and experience working in museum settings
- Involvement in the visual arts and community outreach

- Development of research, writing, communication, and networking skills
- Academic credit towards your degree

Application Requirements:

- Completed application form
- Cover letter
- Resume
- 1 letter of recommendation from a faculty member or a current/former supervisor
- Interview upon request

If submitting as separate documents, please include lastname_firstname in each file name

For questions about the application or program, please contact the AD&A Internship Coordinator, Nathan Segura:
nathansegura@ucsb.edu.

Applicants will be notified on June 6, 2025

Internship Hours and Units: In addition to the 2 units received for enrollment in the ARTHI 192A/B Seminar, a minimum of 1 unit of internship per quarter (3 internship hours per week/30 hours per quarter) is required. A maximum of 3 units based on internship hours is possible. Students cannot earn more than 5 units total, per quarter, for the internship program.

3 hours of internship work per week = 30 hours per quarter = 1 unit
6 hours of internship work per week = 60 hours per quarter = 2 units
9 hours of internship work per week = 90 hours per quarter = 3 units

For further details on units and major requirements, please contact the ARTHI undergraduate student advisor. Students from outside departments may need to consult their department advisor for petition information.

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

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

Please check all skills that pertain to you. Feel free to elaborate in your cover letter.

- | | |
|--------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Basic Photoshop | <input type="checkbox"/> Research |
| <input type="checkbox"/> Advanced Photoshop | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Presenting |
| <input type="checkbox"/> Photography / digital imaging | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Videography | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Cataloging / inventorying | <input type="checkbox"/> Leading museum tours |
| <input type="checkbox"/> Handling art / lifting | <input type="checkbox"/> Design / engineering |
| <input type="checkbox"/> Installation | <input type="checkbox"/> Construction / repairs |
| <input type="checkbox"/> Filing / data entry | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Self-motivation |
| <input type="checkbox"/> Mount-making | <input type="checkbox"/> 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 departments, as well as cultural and educational institutions in Santa Barbara. Rate available positions from 1 to 9 (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*):

Job Description:

Under supervision of the Collections Manager & Registrar, the intern(s) will assist in cataloging and uploading information and images of the Fine Arts collection onto the AD&A Museum website. Since we are a very small staff, interns can gain valuable experience interacting with and handling all types of collection objects. Sensitive information associated with collection items (such as values of artwork) requires discretion.

Responsibilities:

- Assist in cataloging and uploading information, images, and metadata for the Fine Arts collection onto the AD&A Museum website.
- Handle collection objects (e.g., sculptures, paintings) under the supervision of the Collections Manager and Registrar, ensuring proper care and attention.
- Maintain accurate records for collection items, including condition reports, provenance, and exhibition history.
- Assist in managing the museum's collection database and ensure accurate digital records.
- Discretion is required when dealing with sensitive information (e.g., artwork values, owner details).

Preferred Skills/Experience:

- Experience with Adobe Photoshop or similar photo editing software.
- Cataloging and inventory experience, ideally within an art or museum setting.
- Experience with art handling, including packing, transportation, and storage techniques.

Expectations:

- Must complete a minimum of 3-hour block in person per week.
- Must be on time. Absences excused with a 24-hour notice.
- Must dress appropriately as interns will be working with artwork and accessing tight places: No flip flops, loose fitting clothing, jewelry, no nail polish.
- Detail-oriented and highly organized.
- Ability to follow detailed instructions and work independently.
- Limited use of cell phones during internship hours.

Learning outcome:

- This position offers an opportunity to work with a wide variety of collection materials, including historical and contemporary artworks.

() **AD&A Museum Communications Intern** (*minimum 3 hours/week*):

Job Description:

Communications Interns will assist the museum's communications team 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 periodical 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:

- Conduct outreach to local organizations, community groups, and relevant media outlets to increase engagement and awareness of museum programming.
- Produce a video content series on Instagram reels highlighting artworks currently on view or in the Museum collection (4-5 videos total).
- Produce carousel Instagram posts for our ongoing series "Artist Spotlight" that researches and highlights artists currently on view or in the Museum collection (2-3 posts total).
- Produce carousel Instagram posts for our ongoing series "In the Archives" that researches and highlights archival materials in the ADC, the Architecture and Design Collection (2-3 posts total).
- Support day-to-day content production work (creating posts, writing copy, publishing, etc).
- Maintain the social media content calendar internally.
- Update the monthly event calendar shared publicly over social media.
- Create a comprehensive analysis report by compiling data across our social media profiles, identifying what posts performed best and how to increase engagement.

Preferred Skills/Experience:

- Experience with social media management, particularly in the context of arts or cultural organizations.
- Graphic design experience (Adobe Photoshop, InDesign, or Canva) for creating promotional materials.
- Strong writing skills and familiarity with digital storytelling and content creation.

Expectations:

- Must be creative, organized, and self-motivated, with the ability to juggle multiple projects.
- Ability to communicate effectively with diverse audiences and work collaboratively.
- Prior experience in communications or public relations is a plus, but not required.

Learning Outcome:

- Interns will gain practical experience in marketing, communications, and social media strategy in a museum environment, contributing directly to the museum's public presence and mission.

() Architecture and Design Collection Curatorial Intern (*minimum 6 hours/week*):

Job Description:

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.

Responsibilities:

- Conduct research on modern architecture and design, focusing on Southern California and related historical contexts.
- Assist in curating materials for upcoming exhibitions, providing content development and organizing relevant objects or documentation.
- Support the preparation of exhibition-related publications, such as labels, catalog entries, and digital materials.
- Assist in setting up and installing exhibitions and contribute to creating educational materials that highlight key themes and objects.

Preferred Skills/Experience:

- Familiarity with Microsoft Office and Adobe Suite is strongly preferred.
- No prior curatorial experience is required, but strong communication skills, including a diplomatic tact, and a strong interest in architectural history, urban design and visual arts.

Expectations:

- Interns are expected to dedicate at least 3 hours of work per week, with 6, 9 or 12 hours preferred. Any changes to their weekly commitment should be communicated at least 24 hours in advance. Personal emergencies will be excused but any other last-minute cancellations of weekly appointments will have a negative impact on the internship's evaluation.
- Attention to detail, organization, and strong writing skills are essential.
- Passion for exploring and sharing architectural history through exhibitions.
- Willingness to take on a variety of tasks will be highly valued.

Learning Outcome:

- This internship offers a valuable experience for students interested in curatorial practice, architecture, and design history.

Additional Notes:

- The internship will take place at the Museum Office, where interns will be provided with a workstation, access to a phone, and printers.

() Architecture and Design Collection Archival Intern (*minimum 6 hours/week*):

Job Description:

The ADC Archival Intern will be working on the archive of organic architect Kendrick Bangs Kellogg. Recently acquired by the Museum, the archive is currently undergoing a freezing and cleaning process for conservation purposes. Subsequently, the hired interns will be engaged in processing the archive by rehousing materials for storage and clustering materials by projects/formats. Depending on the interests of the individual interns, they will have opportunities to conduct further research to help identify architecture and design projects or learn how to intellectually arrange, describe, and catalog archival materials to create a Finding Aid for a collection.

Responsibilities:

- Work on the archive of Kendrick Bangs Kellogg, an organic architect whose archive is undergoing conservation (freezing and cleaning process).
- Assist in organizing and rehousing materials for archival storage, ensuring the proper care and preservation of documents and materials.
- Group materials by project or format for easier access and organization.
- Conduct research to identify projects and additional context for specific materials within the collection.
- Help develop a Finding Aid (a structured guide to the collection) to facilitate better understanding and accessibility.

Preferred Skills/Experience:

- Interest in archival preservation and management.
- Strong research and organizational skills, especially with materials such as blueprints, photographs, and design files.
- Familiarity with archival standards and best practices.

Expectations:

- Students must be able to work for blocks of at least 3 hours in person per week. Remote work can be accommodated on rare occasions (when it makes sense for a task).
- Respect ADC opening hours: work cannot be started between 12 PM and 1 PM.
- Respect ADC rules: no food or drinks can be brought in the archive. Water bottles are allowed if they are spill proof (screw tops, no latches). Clothes need to be free of animal hair and odors. No regular nail polish, only non-staining materials. No jewelry on hands or wrists that can catch on papers.
- Absences must be excused at least 24 hours in advance.
- Must be able to lift and move archival materials (up to 20 lbs) with care.
- Ability to work independently while maintaining excellent attention to detail.

Learning Outcome:

- Interns will gain valuable experience working with a significant architectural archive, contributing to both its preservation and public accessibility.

() **AD&A Museum Curatorial Intern** (*minimum 3 hours/week*):

Job Description:

The Curatorial Intern will work closely with the AD&A Museum Assistant Director and Curator of Exhibitions to assist in the research and planning of forthcoming exhibitions for Fall 2026. In this role, the Curatorial Intern will conduct independent research, assist in drafting exhibition text, and provide general assistance for exhibition planning.

Responsibilities:

- Work under the direction of the Assistant Director and Curator of Exhibitions, engaging in various curatorial projects
- Conduct independent and scholarly research, both online and in person at UCSB's Special Collections
- Write about artworks and artists (descriptions and labels)
- Support in administrative tasks related to exhibition planning

Preferred Skills/Experience:

- Strong organizational skills and attention to detail required
- Strong research skills with an interest in reviewing primary and secondary sources
- Strong written communication skills for drafting artwork descriptions and labels
- Previous research experience required (research papers, course projects)
- Previous curatorial experience not required

Expectations:

- Strong interest in contemporary art history, live performance, and/or theater
- Attention to detail, organization, and strong writing skills are essential
- Ability to work independently and efficiently
- Must be able to research on campus; flexible scheduling and hybrid work options upon agreement

Learning Outcome:

- Gain hands-on museum experience in a curatorial department
- Develop practical skills in organizing exhibitions and project management
- Strengthen research and description-writing abilities
- Cultivate professional problem-solving and decision-making skills in a museum setting

() AD&A Museum Student Engagement Intern (Student Events / Membership / Education) (3-6 hours/week):

Job Description:

The Student Engagement Interns will support the Museum's student membership program. The intern drafts the member newsletter and other museum communications, plans and coordinates special student only events, and promotes the Museum across campus and in Santa Barbara. The Student Engagement Team also collaborates with curators, artists, and staff, to produce educational materials for, and plan and execute outreach events relating to, upcoming and current AD&A Museum exhibitions. Interns will exercise their writing, project management, communication, and teaching abilities; learn to plan and lead museum tours for the university and local communities; interact with different art and museum professionals; and promote art appreciation with various target audiences.

Responsibilities:

- Support the museum's membership program, help draft student member newsletters, and other communications.
- Plan, coordinate, and staff special member-only events, including lectures, tours, and VIP receptions.
- Promote museum events and membership opportunities across campus and in the broader Santa Barbara community.
- Assist in maintaining and updating the museum's membership database.
- Contribute to event logistics, including managing invitations, guest lists, and coordinating on-site support.
- Collaborate with curators and artists to develop educational materials and programming for museum exhibitions.
- Attending and participating in weekly planning meetings with the Graduate Curator of Education and other museum staff as needed.
- Assisting the Graduate Curator of Education with implementing quarterly programming and events, including artist talks, class tours, and student-centered workshops.
- Initiating and leading direction for at least one student-centered event (for example, interns last year devised the idea for, implemented, and promoted the AD&A Museum's first "Night at the Museum" event).
- Researching collection materials and composing thoughtful blog posts through the AD&A Museum's intern-run blog.
- Engaging with the exhibitions, studying tour scripts, and providing at least **one** tour per quarter.

Expectations:

- Must be organized and detail-oriented with excellent communication and interpersonal skills.
- Ability to handle multiple tasks and work in a fast-paced environment.
- Interest in event planning, fundraising, and building community engagement.

Learning Outcome:

- This internship offers an opportunity to play a key role in developing and supporting the museum's membership base and public engagement efforts.
- Interns will gain valuable experience in the educational aspect of museum programming, including direct interaction with visitors and assisting with tour development.
- Interns in the Museum Education department have exciting opportunities to bridge connections between faculty, staff, students, and the community.
- It is a great opportunity to engage with the art and is an excellent conduit to further museum work.

() **Local Artist Intern** (*minimum 3-6 hours/week*):

Job Description:

The Local Artist Intern organizes, documents, and catalogs completed artworks while learning of the historical trajectory an artist's work takes from one period to another. Assist artist Mary Heebner with their promotional material (Instagram posts, short videos, printing visual materials) as well as research possible venues and exhibits that support the artist and their goals. The intern will also assist in exhibition preparation, including making lists of artworks to be shown, writing descriptions, contacting curators, and preparing visual materials. This opportunity allows an intern to create a relationship with a practicing artist and see behind the scenes how artists work and take care of their completed art. Internship takes place off the UCSB campus at the studio of the artist in downtown Santa Barbara, which is accessible by personal car or bus.

Responsibilities:

- Organize and catalogue the artist's body of work, documenting each piece's exhibition history, materials, and condition.
- Assist the artist with creating promotional materials, including Instagram posts, short videos, and other visual content.
- Research and reach out to potential venues, galleries, and exhibition opportunities for the artist.

Expectations:

- Strong interest in contemporary art, especially in the context of an artist's studio practice.
- Ability to work independently, maintain confidentiality, and engage in creative tasks.
- A car is necessary to commute to the artist's studio.

Learning Outcome:

- This internship provides valuable insight into the behind-the-scenes process of supporting a working artist, including exhibition preparation and the development of promotional materials.

() **Santa Barbara Museum of Art – Collections Management/Registration Intern** (*minimum 4 hours/week*):

Job Description:

The Collections Management internship at Santa Barbara Museum of Art includes experience with object files, condition reports, art handling, database training, and shadowing art movement. Working with the Registrars at SBMA will provide important skills to take with you into a career in arts administration, Registration, Collections Management, or art handling.

Responsibilities:

- Assist with managing object files, condition reports, and database updates.
- Shadow the Registrar and assist with tracking the movement of artworks for exhibitions or conservation.
- Perform light physical labor as needed, such as preparing artworks for transport and handling materials safely.

Expectations:

- Interest in collections management and museum registration.
- Strong organizational skills and attention to detail required.

Learning Outcome:

- Interns will gain practical experience in collections management and art handling while supporting the museum's Registration department.

() **UCSB Library Special Collections Intern** (*minimum 6 hours/week*)

Job Description:

The position involves supporting the arrangement, inventory, and description of diverse archival collections, including papers, photographs, sound recordings, and audiovisual materials. Responsibilities include rehousing, re-folding, labeling, and performing basic preservation tasks such as mylar sleeving and creating acid-free enclosures. The role also requires identifying and weeding duplicate or unnecessary materials to ensure collection integrity. Candidates should demonstrate strong attention to detail, excellent organizational skills, and the ability to handle fragile materials with care. This position may also involve assisting library staff and patrons with access to collections, requiring strong communication and customer service skills.

Responsibilities:

- Creation of box inventories and assisting in the preparation of descriptions for archival collections, including papers, correspondence, photographs, newspapers, books, silkscreen prints, moving image materials, and sound recordings.
- Supporting the organization, arrangement, and rehousing of archival collections, including re-folding, re-boxing, and labeling.
- Supporting the identification and weeding of duplicate materials and other unnecessary items.
- Performing basic preservation activities, such as creating sleeves for posters, mylar for photographs, preservation photocopying, and rehousing materials in acid-free enclosures.
- Preparing materials for use by Library staff, patrons, or projects.
- Occasionally assisting patrons in using collections.

Preferred Skills:

- Strong attention to detail, especially in inventory creation and descriptive tasks.
- Excellent organizational abilities, including arranging, rehousing, and labeling archival materials.
- Ability to handle delicate and fragile archival materials with care.
- Basic knowledge of archival preservation techniques (e.g., mylar sleeving, acid-free housing).
- Strong written communication skills for drafting accurate descriptions.
- Ability to work independently and collaboratively within a team setting.
- Flexibility to adapt to changing tasks and priorities.
- Customer service skills for assisting patrons in using special collections.

Expectations:

- High attention to detail when creating inventories and descriptions.
- Ability to work independently and efficiently while handling a variety of archival materials.
- Strong organizational skills in maintaining and rehousing archival collections.
- Knowledge of preservation techniques for various materials.
- Ability to collaborate and assist library staff and patrons with using the collections.
- Flexibility to adapt to a variety of tasks and support staff needs.

- This role may involve occasional direct interaction with patrons, requiring customer service skills.
- Work will involve handling delicate and fragile materials.

Learning Outcomes:

- Gain hands-on experience with archival processing, including inventory creation and descriptive writing for diverse materials such as photographs, prints, sound recordings, and correspondence.
- Develop practical skills in organizing, arranging, and rehousing archival collections following professional standards.
- Apply foundational preservation techniques to safeguard a variety of archival formats.
- Strengthen research and description-writing abilities for historical and cultural materials.
- Cultivate professional problem-solving and decision-making skills in a library special collections setting.
- Understand and apply best practices for handling and caring for rare, delicate, and fragile materials.
- Enhance interpersonal communication skills through collaboration with library staff and assisting patrons.
- Build flexibility and adaptability by engaging with a range of archival tasks and collection types.

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

☐ YES

☐ NO

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

How did you hear about this internship?