



The Coronado Historical Association, a non-profit 501(c)3 charitable organization, was founded in 1969 to help people understand and appreciate Coronado's unique history, art, architecture, and historical resources. CHA continually works towards these goals and brings the history of Coronado to the community. In our state-of-the-art archives, we are carefully preserving everything from Navy Seal uniforms to housing records and over 20,000 photographs. In our Museum of History & Art, we bring Coronado's history to life through fascinating permanent exhibits and changing displays.

Collections Internships

The Collections Intern will assist the Museum Director and Registrar & Curator of Collections with projects including, but not limited to collections care, exhibition development, interpretation research and facilitation, planning and presentation of educational programming, visitor services, special event coordination, marketing, and evaluation of programs and services over the course of the internship.

The internship will provide training and hands-on experience in all stages of processing collections: research, rights assessment, and item-level and collection-level cataloguing.

Essential Duties and Responsibilities:

- Help with registration work on organizing object and archival files.
- Make condition reports and measure dimensions for new accessions or as needed.
- Scan images, digitize documentation, or take digital photographs of new accessions
- Assist in cataloging collections and reference materials using PastPerfect collections management software.
- Assist with research services
- Assist in housing and organizing new accessions as well as collections movement.
- Assist Registrar in routine museum housekeeping of the storage facility and visitor centers.

Requirements

- Availability up to 5 days a week with flexible hours
- Coursework towards the completion of a Bachelor's or Master's degree in History, Public History, Museum Studies.
- Extremely organized, detail-oriented.

- Effective oral and written communication skills; command of Adobe Acrobat and Microsoft Office, particularly Excel and Word.
- Ability to work independently and ensure that work is accomplished in a timely and accurate manner
- This opportunity is intended for an enthusiastic young professional with a deep interest in advancing his or her career goals in museum studies and history through hard work and commitment to the Coronado Historical Association's rich and unique cultural resources.

Preferred Qualifications:

- Experience working with archives and museum or library collections.

To Apply:

Please submit a cover letter and resume to Vickie Stone at vstone@coronadohistory.org with the subject line "Collections Intern – [Last Name]". Apply by June 1, 2018. No phone calls, please. Internships are part-time with no stipend. Academic credit must be arranged through your home institution.