



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.

Exhibition Intern

The Coronado Historical Association is seeking an Exhibition Intern for Summer 2018 who will assist the Museum Director and Registrar & Curator of Collections with projects including, but not limited to 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 exhibit development.

Essential Duties and Responsibilities:

- Aiding with all aspects of the exhibits program. The intern will learn about the vital role of the exhibits department in museum interpretation as well as the different types of exhibits and activities that they require.
- Help oversee the management of the exhibit facilities, including monitoring equipment usage and maintaining safety standards. Activities will include proper care and documentation of museum exhibit acquisitions.
- Aid in museum operations as they relate to exhibits. The intern will be introduced to all operational areas of the museum including education, research, and administration. Special attention will be placed on collections and operations.
- Participate in an evaluation exercise for a museum exhibit. The intern will learn skills critical for the assessment of exhibits. The participant will assist in developing a remedial instrument to evaluate an existing exhibit, summarize the data and suggest improvements.



- Participate in exhibit component production. Depending upon skill set, the intern will work with staff to produce components for temporary and permanent exhibits. Activities might include material acquisition, research, painting, carpentry, mechanical design or others.
- Participate typical exhibit maintenance. Intern will participate in daily exhibit processes. Participant will monitor components and participate in repair projects as needed.

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 "Exhibitions Intern – [Last Name]". Apply by June 1st. No phone calls, please. Internships are part-time with no stipend. Academic credit must be arranged through your home institution.