Gettysburg Multicultural Undergraduate Internship Description

**Intern Title:** Archaeology Collections Intern

**Academic Level:** Undergraduate

**Primary Supervisor:** Dr. Wendy Teeter, Curator of Archaeology, wteeter@arts.ucla.edu

**Secondary Supervisor** Stevy Hernandez, Archaeology Collections Manager, sacevedo@arts.ucla.edu

**Department:** Archaeological Collections Facility

**Dates of Internship:** Consecutive ten-week period from June 18 – August 24, 2018

**Project Overview:**

The Fowler Museum Archaeology Collections Facility strives to make collections as accessible and navigable as possible for researchers. This entails not only making sure the archaeological materials are properly curated, but also all supporting documentation in the form of maps, photographs, field notes, and records as well. The Archaeological Collections team is continually creating or updating finding aids, and is currently working toward complete digitalization of all supporting documentation. In relation to the goals stated above, the intern will be tasked with a portion of the supporting documentation in the facility. Under supervision of the Curator, Dr. Wendy Teeter, and the Archaeology Collections Manager, Stevy Hernandez, the intern will work on inventorying and accessing supportive field documentation per collection to produce a finding aid to ease of access for researchers. By participating in this project, the intern will be trained in proper handling of material in a museum and archival setting. The intern will also learn how to assess the condition of and properly curate archaeological materials and documentation. These trainings are to include how to appropriately work with or around culturally sensitive materials.

**Education and Eligibility:**
• The internship is intended for members of groups underrepresented in professions related to museums and the visual arts, including, but not limited to, individuals of African American, Asian, Latino/Hispanic, Native American, and Pacific Islander descent.
• The Intern must be a currently enrolled undergraduate and have completed at least one semester of college by June 2018. Students graduating in May or June 2018 are also eligible.
• The intern must be a resident of or attend college in Los Angeles County.
• Please note that students who have previously served as Getty Multicultural Undergraduate summer interns at the Fowler Museum are not eligible for consideration. Additionally, staff members and relatives of staff or board members are not eligible.

Anticipated Schedule:

• The internship will comprise 400 hours (40 hours per week for 10 weeks)
• Monday through Friday, 8 am to 5 pm (with hour-long lunch).

Salary:

• The intern will receive a gross salary of $5,500 for their ten-week internship.

Application Instructions and Deadline:

Please submit the following materials to sacevedo@arts.ucla.edu by Friday, April 20.
• Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1,000 words)
• Résumé or CV