



Exhibit Technician Internship

Supervised by Kim Whitfield, Park Interpreter II

Purpose: Interns will support the Museum's professional exhibits program through the activities of design and production of exhibit signage, perform some exhibits maintenance, and the design, fabrication, and installation of a small exhibit.

Scope:

1. Design auxiliary signage using the Adobe Creative Suite.
2. Produce signage using Museum exhibits equipment including: large format printer, and Glow forge Pro laser cutter. (Training will be provided).
3. Assist with exhibits maintenance as needed.
4. Learn and use CSRM storytelling and exhibits process to design, fabricate, and install a small exhibit.
 - a. Conduct formative research, including informal stakeholder survey
 - b. Engage in CSRM Storytelling Workshop
 - c. Write label copy
 - d. Conduct image search
 - e. Design visual media
 - f. Print signage
 - g. Install exhibit case

Project: Museum Technical Support & Small Exhibit Design.

Deliverables:

1. Learn museum technical practices.
2. Complete assigned design and production.
3. Design, fabricate, and install small exhibit.

Requirements:

1. Ability to lift, stoop, bend and sit/stand for a long period of time.
2. Ability to lift up to 25 lbs.
3. Exposure to dust, dirt, grease and sometimes animal droppings (personal protective equipment will be provided).
4. Some days may require an early reporting time between 7 and 8 am.

Proposed Timeline (based on 12 hours a week):

WEEK 1	<ul style="list-style-type: none"> • Team orientation meeting. • Introduction to staff and volunteers. • Explore the museum and introduction to exhibits. • Internship overview and expectations with Kim. • Exhibit Shop introduction. • Introduction to CSRM exhibit design process.
WEEK 2	<ul style="list-style-type: none"> • Introduction to The Printer. • Introduction to The Glowforge. • Introduction to basic Exhibit Maintenance & Create Exhibit Checklist. • Introduction to Library & Archives Collection. • Begin Exhibit Auxiliary Signage Designs. • Choose Small Exhibit Topic & Begin Research.
WEEK 3	<ul style="list-style-type: none"> • Engage Stakeholder Formative Survey for small exhibit. • Work on Auxiliary Signage Designs. • Perform weekly Exhibit Maintenance walk through.
WEEK 4	<ul style="list-style-type: none"> • Write draft of Small Exhibit Label Copy. • Print and Instal Auziliary Sinage. • Perform weekly Exhibit Maintenance walk through.
WEEK 5	<ul style="list-style-type: none"> • Label Copy Review. • Conduct image search for small exhibit • Perform weekly Exhibit Maintenance walk through.
WEEK 6	<ul style="list-style-type: none"> • Mid-internship check-in with Kim. • Begin designing graphic panels for small exhibit. • Perform weekly Exhibit Maintenance walk through.
WEEK 7	<ul style="list-style-type: none"> • Final Draft for small exhibit due at end of the week. • Perform weekly Exhibit Maintenance walk through.
WEEK 8	<ul style="list-style-type: none"> • Small exhibit draft designs review & edit. • Prep graphics for printing. • Perform weekly Exhibit Maintenance walk through.
WEEK 9	<ul style="list-style-type: none"> • Print/fabricate small exhibit case panels and elements. • Perform weekly Exhibit Maintenance walk through and prepare any documentation for your departure. • End of internship check in lunch with Kim.
WEEK 10	<ul style="list-style-type: none"> • Install Small Exhibit. • Evaluations with coordinator. • Write one social media post summarizing internship experience.

To Apply:

Send resume and a 1-page cover letter to Lori Hanley, Internship Coordinator at lhaley@csrmf.org. Cover letter should address: 1) why you'd like to intern at the California State Railroad Museum, 2) the qualifications that make you a good candidate for this position, 3) how you might use this experience in your future career.