

Archaeological Collections Management Internship

Description of the Internship

With the assistance of Center staff, the intern will prepare one or more archaeological collections for curation. During the course of the internship, the intern will learn to identify artifacts and ecofacts common to the San Diego region, including lithics, ceramics, and historical objects, and faunal, botanical, and mineral specimens. Center staff will instruct the intern on archaeological laboratory procedures such as basic artifact analysis, manual and computer cataloguing, digital photography, storage requirements, and preventative conservation. In addition, the intern will become familiar with historical trends in archaeological practice in the San Diego area and will be introduced to current legal and ethical issues in archaeological curation as well as the concerns and rights of culturally affiliated groups with regard to archaeological materials.

Objectives of the Internship

- *Evaluates* general condition of the assigned collection
- *Conducts* physical inventory of collection objects to verify and annotate provided catalogue and associated documents
- *Catalogues* collection according to standardized SDAC nomenclature
- *Organizes* collection by site number and material class
- *Replaces* original boxes, bags, bag labels, and object labels with archival-quality materials
- *Stores* documents in appropriate archival-quality containers
- *Prepares* a "Collection Summary" using a standardized SDAC template by reviewing collection documentation
- *Observes and learns* Center procedures for regular collection inspection, pest control, and monitoring of environmental conditions
- *Provides* assistance to Center staff and outside researchers in the use of collections, including access, retrieval, and replacement of artifacts

Internship Guidelines

- Supervisor: Collections Manager
- Record Keeping: The intern will maintain a record of hours worked on the project.
- Work Schedule: To be determined by the intern and supervisor. Minimum hours may be required for course credit as prescribed by the intern's academic institution.
- Evaluations: The intern will meet periodically with the supervisor to review progress. A final evaluation will be made by the supervisor at the end of the internship. Evaluation will be based on the intern's reliability and ability to follow directions and complete tasks in a timely manner.
- Other conditions: The intern is expected to comply with all requirements of collections policy, security, and public relations applicable to regular staff.

Required Skills

- Ability to work effectively with Center personnel
- Some knowledge of San Diego area prehistory and history is preferred
- Ability to learn collections processing policies and procedures
- Ability to learn computer word processing and database systems
- Associate's or Bachelor's degree in archaeology, anthropology, history, ethnic studies, or related discipline, or currently enrolled in such a program