

Public Archaeology Programming Internship

Description of the Internship:

With the assistance of Center staff, the intern will research, design, and produce a project that educates the public about archaeology, history, prehistory or related topics and uses the Center's archaeological collections. The intern will formulate a plan for public dissemination of the project as a museum exhibit, public class or lecture presentation. During the course of the research and dissemination planning, the intern will receive guidance in exhibit site selection, exhibit design and production, and public education curriculum development in conjunction with state content standards as appropriate to the selected project.

Objectives of the Internship

- *Research* appropriate topics for public exhibits, outreach presentations, and classroom curricula
- *Develop* a plan for an educational project including themes, goals and target audience
- *Produce* the project and write a short report summarizing your experience and including comments or suggestions for future staff or intern projects
- *Evaluate* effectiveness of project based on feedback of participants and audience

Internship Guidelines

- Supervisor: Center Director/Program Coordinator
- Record Keeping: The intern will prepare and maintain a project timeline with dates for completion of significant project milestones. This will be reviewed periodically by the supervisor. The intern will also maintain a record of hours worked on the project.
- Work Schedule: To be determined by the intern and supervisor. Generally, a minimum of 10 hours a week is necessary to maintain a satisfactory level of progress on a project. 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. The intern will be evaluated based on his or her reliability and ability to follow directions, use initiative, and complete project tasks in a timely manner. The project will be evaluated based on its organization, clarity, accuracy, thoroughness, and creativity.
- 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, public institutions and diverse ethnic groups
- Strong computer skills (EXCEL, Word, MS Publisher; Photoshop and Page Maker helpful)
- Ability to conduct research using library, Internet and other potential resources
- Good writing and verbal communication skills
- Some knowledge of San Diego area prehistory and history is preferred
- Associate's or Bachelor's degree in archaeology, anthropology, history, ethnic studies, liberal arts with focus on education, art, marketing, and graphic design or related discipline, or currently enrolled in such a program.