



INTERNSHIP OPPORTUNITY

Presidio of San Francisco, Full-time, 11 months, Housing + Stipend

Position Title: Exhibition Intern

Department: Presidio Trust Heritage Program

Reports To: Liz Clevenger, Curator

Are you passionate about museums, heritage and working with the public?

Join our dynamic team and support the Heritage Program in welcoming the public to the recently rehabilitated Officers' Club, home to exhibitions, events and programs that explore the heritage of the Presidio! The Heritage Program reveals and elevates the Presidio, encouraging people to connect more deeply with our shared heritage. It does this by: involving people in the unfolding story of the Presidio, connecting the Presidio to the larger American experience, sharing knowledge of this national historic landmark, and building relationships with new and diverse communities. Our team is committed to providing meaningful and memorable experiences to people of all ages and backgrounds. We spark curiosity, encourage critical thinking, broaden understanding about our shared heritage, and promote stewardship and leadership into the future by connecting community members to this place. We are looking for interns who are excited to be a part of the dynamic exhibition team, developing immersive, informative, and emotionally rich exhibitions that provide visitors a rare opportunity to engage with the long sweep of American history in one iconic place.

ABOUT THE PRESIDIO + THE PRESIDIO TRUST

Guardian of the Golden Gate for more than 200 years, the Presidio endures as a place of service and possibility. Now a distinctive part of the national park system, this magnificent American landmark invites visitors to be inspired by its beauty and to participate in a variety of programs that draw on its history and natural resources. The Presidio is also home to a vibrant community of people who work and live in the park. The Presidio is part of the Golden Gate National Recreation Area, one of the world's most extensive national parks in an urban setting, spanning over 80,000 acres on both sides of San Francisco's Golden Gate.

The Presidio Trust is an innovative federal agency created to preserve the Presidio and transform it for a new national purpose. The Trust's vision is that the Presidio will be forever a public place: vital to the Bay Area, important to all Americans, and recognized for achieving broad benefits for the nation. To learn more, visit www.presidio.gov.

POSITION OVERVIEW

The Presidio Trust Heritage Program Exhibition Intern will support the welcoming initiatives of the Presidio Heritage Program. The intern will be expected to support the state of the art exhibition program at the Presidio Officers' Club. The intern will work with exhibition team staff to research, write, and develop exhibitions; install and maintain exhibitions; develop supplementary materials such as docent training resources; and assist in the evaluation of exhibitions. The intern will also welcome visitors to the Officers' Club by providing information to visitors regarding the Officers' Club and the entire Presidio. The internship is a career development opportunity designed to give recent graduates a venue for improving skills in museum exhibition development, exhibition maintenance and evaluation, customer service, community engagement, and public interpretation of the Presidio's natural and historic sites.

THIS POSITION IS BEST FOR SOMEONE WHO

- Is interested in pursuing a career in museum exhibition or park interpretation
- Is interested in a career in National Parks
- Is considering a higher degree in museum studies, public history or a related field
- Wants to learn more about interpretive exhibition development, maintenance and evaluation
- Wants to experience connecting diverse park visitors to the Presidio's rich heritage

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and orient visitors to the Officers' Club on a daily basis
- Work collaboratively with staff and interns to maintain Officers' Club exhibitions on a daily basis
- Work collaboratively with staff and interns to develop future exhibitions
- Assist in the evaluation of current exhibitions
- Receive in-depth training on the history, archaeology, and the natural heritage of the Presidio
- Receive in-depth training on exhibitions techniques, including research, writing, design, fabrication, installation and maintenance

QUALIFICATIONS

- Positive attitude and professional demeanor
- Exceptional customer service skills
- Ability to work well with others including agency staff, outside organizations, and the public
- Background in Museum Studies, Public History, History, Art History, Anthropology or other related field required
- Ability to work with public of various age ranges and backgrounds
- Detail-oriented and organized
- Strong interpersonal, communication, and public speaking skills
- Ability to work independently with minimal supervision
- Enjoy working with a diverse community of people of all ages
- Computer experience in Microsoft Office and Excel
- Relational database experience preferred
- Ability to lift at least 30 pounds
- Must be a US Citizen and at least 21 years old
- Must possess a valid State driver's license
- Bilingual a plus

WORK ENVIRONMENT AND PHYSICAL CONDITIONS

- The position requires periods of standing, walking, and at times lifting and carrying heavy objects
- Work is performed both indoors and outdoors with weather conditions ranging from hot, dry and dusty to foggy, cold and rainy
- Indoor work is performed in a typical office setting
- The position requires working both independently and as a team and involves working with a variety of Trust department staff and volunteers
- The intern may be required to work occasional evenings or weekends
- The intern will be required to drive and be a passenger in a motor vehicle. Selected candidates will be required to provide a photocopy of their current valid State driver's license.

WHY APPLY

- Gain professional development in a team setting
- Learn valuable skills in exhibition development and maintenance, collections management, and community engagement
- Develop leadership and public speaking skills
- Work in the Officers' Club, where you will have exposure to museum professionals from around the Bay Area and beyond
- Great opportunity to live in a national park and work with staff and volunteers from diverse backgrounds who share a common interest in engaging the public and preserving the natural and cultural history of the Presidio
- Be a member of a growing dynamic team committed to serving youth and sharing its passion for learning and teaching

TERMS

The position is considered volunteer and is part of the Presidio Trust's Volunteer Program. Successful applicants are required to sign the Presidio Trust's Volunteer Agreement. Interns are provided single (one person) occupancy dorm-style housing in the Presidio and must abide by the Presidio residential rules. You must reside in the housing provided to receive the stipend. We cannot accept non-residential interns. If you are interested in non-residential opportunities, please visit our volunteer page at www.presidio.gov/volunteer.

Exhibition internships are offered twice a year, with start dates in January and June.

Application Deadline: October 1 (January start) and March 1 (June start)

Decision Date: December 1 (January start) and May 1 (June start)

Start Date: January 15 (January start) and June 15 (June start)

Length of Position: 11 months

Schedule: 40 hours per week, Thursday-Monday schedule. Some evenings and weekends (Tues-Weds) may be required.

Stipend: \$300 every two weeks

Transportation Benefit: \$50 monthly parking permits for car owners or \$50/month for non-car owners

Housing: Interns are provided a single occupancy (one person) room in dormitory-style housing in the Presidio with basic accommodations including a furnished private room, shared kitchen, and common areas. Interns must sign a housing contract, abide by the residential rules and contribute to the maintenance of the household. Interns must reside in the housing provided to be eligible for the internship. We cannot accept non-residential interns.

TO APPLY

Applications are accepted on an ongoing basis. Interested candidates should send a cover letter and resume by email to heritage@presidiotrust.gov before the application deadlines. In the subject line, please specify which internship (January or June start) you are applying for. PDF format is preferred but Microsoft Word versions are acceptable. If you are unable to submit a digital application, you may submit a paper application to:

Liz Clevenger, Curator
Presidio Heritage Program
PO Box 29052
San Francisco, CA 94129

Your cover letter should provide a brief explanation of your interest in the position relative to your future educational and career goals. The strongest applicants will be clear about what they can contribute to the Heritage Program with specific reference to the position description. If you have any special skills or interests, please include those. The resume should outline the applicant's relevant experience and include contact information for two references familiar with the applicant's previous work or academic experience.

We will review applications received and will select some or all for interviews to be conducted at a mutually arranged time. Applications will not be kept on file after a decision is made. If you were not accepted in one round and still wish to be considered for the next round, you will need to **reapply**.

***The Presidio Trust is dedicated to representing the community it serves.
We encourage candidates that will bring diversity to the Trust to apply.***