

Student Internship

Internship Title: Promotions / Social Media Intern

Duration to Complete Project: June 2, 2025 - September 25, 2025

Required Hours: 30

Compensation: \$500 *to be paid upon completion of required hours*

Responsibilities:

- Use photographs and graphics to promote upcoming events, follow up on past events, and invite the public to visit the museum
- Create promotional graphics based on program and event descriptions
- Maintain Hermosa Beach Museum social media presence on social media accounts with event-related posts and general posts

Eligibility:

- Interest in history, archives, anthropology, library science, journalism, or related fields.
- Strong organizational and writing skills. Comfortable with research and summarizing information.
- Ability to travel locally in the South Bay cities and to the Hermosa Beach Museum.
- This position requires excellent communication abilities and a friendly, team-oriented mind set.
- The ability to work on several projects concurrently and meet deadlines in a fast-paced setting.
- The ability to work independently and as part of a diverse volunteer base
- Computer and Internet literacy, including Microsoft Office programs, Google programs, Canva, Instagram, and Facebook
- Must be 18 or above and enrolled in college

Benefits:

- Hands-on training in oral history methodology and archival description.
- Opportunity to contribute directly to preserving and sharing local history.
- Mentorship from museum staff and experience working in a professional museum setting.

Institutional Background:

The mission of the Hermosa Beach Museum is to engage, delight, and educate the community through the presentation and exploration of history. Located in the former Pier Avenue Junior High School (the present-day historic building Hermosa Beach Community Center), the Hermosa Beach Museum, a registered nonprofit, renovated this space through private fundraising and opened in 2007 with the current Museum space as it exists today. The Museum's collection of approximately 3500 items includes photographs, postcards, newspapers, prints, ephemera and three dimensional materials. The Museum uses its collection for exhibitions, educational programs, study and research, loans and reproduction.

The Hermosa Beach Museum now hosts and facilitates many lively events with and for our South Bay community, including the annual Surfer's Walk of Fame and Volleyball Hall of Fame celebrations in addition to monthly educational lectures, rotating exhibits and family workshops. The Museum also provides field trip opportunities for local students, clubs and senior groups. The Museum currently employs three staff members: a Director & Curator, a Program and Event Manager, and a Registrar.

How to Apply:

Submit a resume, cover letter with an interest statement, and the attached application to the Museum Director by the submission deadline at jamie@hbmuseum.org.

SUBMISSION DEADLINE: May 15, 2025



INTERNSHIP/VOLUNTEER APPLICATION

Personal Details

Name: _____ Date: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: (____) _____ Email: _____

Institution Details

Name of School/Organization: _____
School Address: _____
Major/Department (if applicable): _____
Faculty Sponsor/Advisor (if applicable): _____
Credits to be Awarded (if applicable): _____

Availability

Table with 2 columns: Day, Time Available. Rows for Tuesday, Wednesday, Thursday, Friday with checkboxes.

Materials:

In addition to this form, please submit a resume and CV to briefly share why you are interested in working with the Hermosa Beach Museum.

Please Read and Sign Below:

Thank you for your interest in interning with the Hermosa Beach Museum! We look forward to being in touch soon!

I (print name) _____ understand that my internship is non-paid and will be used toward academic training. Further, I agree to comply with Hermosa Beach Museum policies and procedures while conducting my internship.

Signature: _____ Date: _____