

# Student Internship

**Internship:** Collections Intern

**Project:** Oral History Documentation and Recording

**Internship Timeframe:** June 2, 2025 - September 25, 2025

**Required Hours:** 60

**Stipend:** \$1,000.00 *to be paid upon completion of required hours*

## **Responsibilities:**

- Listen to and review existing oral history recordings from the Museum's collection.
- Create detailed finding aids for the Museum's oral history collection including summaries, keywords, and indexing for improved accessibility.
- Conduct background research on interviewees and related historical themes.
  - Utilize research to complete a public presentation of completed work in the form of oral presentation, video media, virtual exhibit, or other format
- Assist with scheduling and recording new oral history interviews with community members.
- Learn basic audio/video preservation techniques.

## **Eligibility:**

- Must be 18 or older and enrolled in college/university.
- Interest in history, archives, anthropology, library science, journalism, or related fields.
- Strong organizational and writing skills. Capable of conducting research and summarizing information.
- Ability to travel locally in the South Bay cities and regularly to the Hermosa Beach Museum.
- Good communication and interpersonal skills (for interviewing and outreach). Ability to interact with persons of various social, cultural, and educational backgrounds. Willingness/flexibility to work with older adult population.
- Computer literacy. Familiarity with audio/video equipment is a plus, but training will be provided.

**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.
- The Museum will work collaboratively with intern's college/university to qualify internship for academic credit as appropriate.

**Institutional Background:**

The mission of the Hermosa Beach Museum is to engage, delight, and educate the community through the presentation and exploration of local culture and history. Located in the Hermosa Beach Community Center (the historic site of the former Pier Avenue Junior High School) the Museum opened in 2007 and is a registered nonprofit organization. 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 Museum currently employs three staff members: a Director and Curator, a Program and Event Manager, and a Registrar.

The Hermosa Beach Museum hosts and facilitates many events with and for our South Bay community, including the annual Surfer's Walk of Fame and Beach 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.

**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](mailto: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

	Day	Time Available
	Tuesday	
	Wednesday	
	Thursday	
	Friday	

### Application Materials:

In addition to this form, please submit a resume, a current CV, and brief statement to explain 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 will be in touch soon!

I (print name) \_\_\_\_\_ understand that my internship is non-paid (a stipend may be an optional component when indicated in a specific position description) and will be focused on scholarly training (with institutional academic credit available only when previously arranged with a collaborating institution). Further, I agree to comply with Hermosa Beach Museum policies and procedures while conducting my internship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_