

A Museum Project like no other



SHRINERS MUSEUM • USC INTERNSHIP PROGRAM

PROJECT MANAGEMENT & OPERATIONS INTERN

4 POSITIONS

• 3–6 HOURS WEEKLY

• ACADEMIC CREDIT ELIGIBLE

• LOS ANGELES

About the Project:

The Shriners Museum Project is a ground-up museum-development initiative dedicated to preserving and interpreting the history of the Al Malaikah Shriners, the Shrine Auditorium, Shriners Children's, Daughters of the Nile, and more than a century of Southern California civic, fraternal, cultural, and philanthropic history.

Working with materials drawn from the historic Shriners vaults and organizational collections, interns will help transform an important but largely uncatalogued archive into an accessible, professionally organized museum collection which will eventually open to the public.

The Project Management & Operations Intern will support the planning, coordination, documentation, and day-to-day administration of the Shriners Museum Project.

Working under the direction of museum leadership, interns will help maintain project schedules, track assignments and deliverables, document meetings, organize shared resources, and coordinate information across the internship cohort's museum-development workstreams.

This position offers practical experience in managing a complex, interdisciplinary cultural project from its earliest stages.

What You'll Do:

- Maintain project calendars, work plans, task lists, and semester deliverables trackers.
- Monitor assignments, deadlines, dependencies, approvals, and project status.
- Prepare meeting agendas, take notes, and document decisions and follow-up items.
- Organize shared files, templates, procedures, contact lists, and administrative records.
- Help establish consistent naming, version-control, and document-management practices.
- Coordinate information and scheduling across the museum's internship workstreams.
- Assist supervisors with intern onboarding, schedules, attendance, and progress tracking.
- Develop basic workflow diagrams, checklists, forms, and standard operating procedures.
- Identify project risks, unresolved questions, scheduling conflicts, and operational bottlenecks.
- Prepare concise progress reports and leadership updates.
- Help coordinate presentations, site visits, training sessions, and special meetings.
- Assist with basic supply, equipment, workspace, access, and logistical planning.
- Support preparation for the cohort's final presentation to museum leadership.
- Follow museum standards for confidentiality, security, responsible recordkeeping, and professional communication.

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Expected Deliverables

- Updated project calendar and semester work plan
- Workstream task and deliverables trackers
- Meeting agendas, notes, decision records, and action-item lists
- Organized administrative and project-management files
- Workflow diagrams, checklists, forms, or operating procedures
- Progress reports identifying accomplishments, risks, and next steps
- Final-presentation schedule and coordination materials
- A short end-of-semester summary of completed work, unresolved questions, and recommendations
- Participation in the cohort's final presentation to museum leadership

Learning Outcomes:

By the end of the internship, students should be able to:

- Build and maintain a basic project plan, calendar, and deliverables tracker.
- Document meetings, decisions, responsibilities, and next steps.
- Coordinate work across multiple teams and areas of responsibility.
- Identify deadlines, dependencies, risks, and operational bottlenecks.
- Develop practical workflows, checklists, templates, and procedures.
- Organize project information using consistent document-management practices.
- Communicate project status clearly to supervisors and collaborators.
- Understand the operational systems required to develop and sustain a museum.

Preferred Qualifications:

This internship is especially appropriate for students studying:

- Project management
- Business administration
- Operations management
- Arts administration
- Nonprofit management
- Museum studies
- Public administration
- Communications
- Information management
- Industrial and systems engineering
- Organizational leadership
- Event planning or production

Applicants should demonstrate excellent organization, reliability, discretion, clear communication, collaborative skills, and an ability to manage multiple assignments and deadlines.

Application & Approval

Finalists will be reviewed by museum leadership and must receive Shriners approval before accessing collection materials or historic records. Approved interns will receive onboarding, collections-handling training, a defined work schedule, an assigned supervisor, and a semester deliverables tracker

Applicants should submit:

- Résumé
- Brief statement of interest
- Academic program and year
- Weekly availability
- Relevant coursework or experience
- USC faculty recommendation, when applicable