

A Museum Project like no other

SHRINERS MUSEUM · USC INTERNSHIP PROGRAM

COLLECTIONS & ARCHIVAL CATALOGUING 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 on completion will open to the public.

The Museum Collections & Archival Cataloguing Intern will participate in the foundational work of identifying, organizing, documenting, and protecting the museum's historic objects and records. Under the direction of museum leadership, interns will work with photographs, correspondence, organizational records, ceremonial objects, jewelry, fezzes, textiles, event materials, architectural documents, publications, and other historic artifacts.

This is a hands-on opportunity to learn how a museum collection is built from the ground up.

What You'll Do:

- Assist with the initial inventory and organization of museum objects and archival materials.
- Create consistent catalogue records using the museum's approved cataloguing system.
- Assign or record object identification numbers and collection locations.
- Document object titles, dates, creators, materials, dimensions, provenance, condition, and historical associations.
- Organize paper records, photographs, publications, and ephemera into logical archival groupings.
- Prepare basic condition notes and flag materials requiring specialized conservation attention.
- Assist with safe handling, labeling, rehousing, and storage of collection materials.
- Maintain accurate object-location and processing records.
- Coordinate with the Digital Imaging & Metadata Team to connect catalogue records with corresponding image files.
- Coordinate with the Historical Research Team when objects require additional identification or provenance research.
- Observe museum standards concerning confidentiality, security, cultural sensitivity, and responsible collections care.

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Expected Deliverables

- Completed batches of processed objects or archival materials.
- Accurate catalogue records for assigned collection items.
- Updated collection-location and inventory records.
- Basic condition and preservation notes.
- Organized archival folders or collection groupings.
- A short end-of-semester summary documenting 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:
- Explain the basic lifecycle of a museum object or archival record.
- Apply consistent cataloguing and descriptive standards.
- Handle historic materials using appropriate practices and standards.
- Recognize common preservation and condition concerns.
- Connect physical objects with provenance, historical context, digital images, and institutional records.
- Understand the ethical and operational responsibilities involved in building a museum collection.

Preferred Qualifications:

This internship is especially appropriate for students studying:

- Anthropology or archaeology
- Art history
- History or classics
- Museum studies
- Library and information science
- Archival studies
- Material culture
- Religion, philosophy, or nonprofit studies

Applicants should demonstrate strong attention to detail, responsible organizational habits, clear written communication, and an interest in historical objects or documentary materials. .

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