

CATALOGUES & ARCHIVING INTERNSHIP

Al Malaikah

SHRINERS MUSEUM

SEMESTER 2 · SPRING 2027

10 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, students are helping transform an important but largely uncatalogued acchive into an accessible, professionally organized museum collection that will ultimately be available for research, exhibition, education, and public interpretation.

ABOUT SEMESTER 2

Semester 1 established the foundation: initial inventory, cataloguing procedures, organizational systems, object identification, archival groupings, and collections workflows.

Semester 2 moves the project into its next phase.

The Collections & Archival Cataloguing Team will focus on scaling the work, improving the accuracy and consistency of existing records, processing additional collections, strengthening location control, and preparing historic materials for the museum's next stage of development and construction.

This is a hands-on opportunity to participate not simply in studying a museum collection, but in building the systems through which that collection will be preserved and managed for the future.

WHAT YOU'LL DO

- Process priority batches of museum objects and archival materials.
- Create and review catalogue records using the museum's established system.
- Ensure accuracy, consistency and completeness of existing records.
- Standardize titles, dates, creators, materials, dimensions, provenance and location information.
- Organize photographs, correspondence, publications and ephemera.
- Prepare condition assessments and flag materials requiring conservation attention.
- Assist with labeling, rehousing, boxing and storage.
- Maintain accurate shelf, box, room and movement records.
- Help prepare collections for safe relocation during construction.
- Coordinate with the Digital Imaging & Metadata Team and Historical Research Team.
- Track weekly processing output and participate in quality-control review.

EXPECTED DELIVERABLES

- Completed batches of processed objects or archival materials.
- Accurate and quality-checked catalogue records.
- Updated inventory and object-location records.
- Corrected or completed Semester 1 records.
- Box, shelf, room and movement-control documentation.
- Basic condition and preservation notes.
- Properly organized and rehoused materials.
- List of objects requiring additional research or conservation review.
- Construction-readiness and relocation list (for fragile, oversized, or sensitive items).
- Short end-of-semester handoff report.
- Participation in the final presentation to museum leadership.

PREFERRED QUALIFICATIONS

This internship is especially appropriate for students studying:

- Museum Studies
- Public History
- Archives or Archival Studies
- Library & Information Science
- History or Classics
- Anthropology or Archaeology
- Art History
- Material Culture
- Historic Preservation
- Digital Humanities
- Data Management or Metadata
- Religion, Nonprofit Studies
- Related humanities or information-based disciplines.

Applicants should demonstrate strong attention to detail, responsible organizational habits, clear written communication, and an interest in historical objects or documentary materials. Previous museum or archives experience is helpful but not required.

LEARNING OUTCOMES

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

- Explain the lifecycle of a museum object or archival record.
- Apply consistent cataloguing standards.
- Perform practical collections quality control.
- Safely handle, label and organize historic materials.
- Recognize preservation and condition concerns.
- Connect objects with provenance, historical context and digital records.
- Maintain location and movement-control documentation.
- Understand collections planning during construction and museum development.
- Contribute to a sustainable collections system for future professionals.

APPLICATION & APPROVAL

Up to 10 interns will be selected for Semester 2.
Finalists will be reviewed by museum leadership and must receive Shriners approval before accessing collection materials or restricted spaces.

Approved interns will receive:

- Museum orientation
- Collections-handling training
- Access to cataloguing procedures and standards
- Defined weekly schedule
- Assigned supervisor or cohort leader
- Individual and cohort responsibilities
- 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

JOIN THE TEAM BUILDING THE SHRINERS MUSEUM

Preserve the history.
Build the collection.
Leave the system stronger than you found it.