PROJECT MANAGEMENT & OPERATIONS COHORT

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, philanthropic, entertainment, and architectural history.

As students across eight specialized cohorts build the museum itself, the Project Management & Operations Team keeps the work organized, connected, and moving forward. This cohort supports the planning, coordination, documentation, and day-to-day administration of the entire museum project.

ABOUT SEMESTER 2

Semester 1 established the core systems, calendars, trackers, templates, and communication structures that keep the museum project running. Students helped organize cohort workflows, documented meetings, created assignment trackers, and built administrative resources.

Semester 2 is about refining these systems, expanding support across all cohorts, and driving even greater efficiency and collaboration as the museum project grows.

Students will continue to improve project workflows, maintain comprehensive tracking and documentation, support cohort coordination, help plan events and presentations, and develop systems that will sustain the project through future phases.

WHAT YOU'LL DO

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

SEMESTER 2 PRIORITIES

STRENGTHEN PROJECT SYSTEMS
Refine calendars, trackers, templates, and documentation practices.

SUPPORT ALL COHORTS
Keep communication, scheduling, and information flowing across teams.

IMPROVE WORKFLOWS
Develop clearer processes, checklists, and standard operating procedures.

TRACK PROGRESS
Monitor milestones, identify risks, and keep leadership informed.

PLAN & COORDINATE
Support meetings, site visits, training sessions, and special events.

SOLVE PROBLEMS
Identify bottlenecks and propose practical solutions.

BUILD FOR THE FUTURE
Create systems that will sustain the museum project as it grows.

EXPECTED DELIVERABLES

- Updated project calendar and semester work plan.
- Cohort 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.
- Event and presentation planning materials.
- Improved documentation and version-control systems.
- 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 comprehensive project plan and deliverables tracker.
- Document meetings, decisions, and next steps.
- Coordinate work across multiple teams.
- Identify and address operational challenges.
- Develop practical workflows and procedures.
- Communicate project status clearly.
- Understand the systems required to develop and sustain a museum.

PREFERRED QUALIFICATIONS

This internship is open to students from any major who are interested in project management, operations, organization, and behind-the-scenes museum work.

Helpful backgrounds may include:

- Project management
- Business administration
- Operations management
- Arts administration
- Nonprofit management
- Organizational leadership
- Communications
- Information management
- Event planning or production
- Museum studies (or related fields)

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 working with collection materials or internal project plans.

Approved interns will receive:

- Museum orientation
- Defined weekly assignments
- An assigned supervisor or cohort leader
- Access to project systems and tools
- A semester deliverables tracker

APPLICANTS SHOULD SUBMIT

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

Organize the work. Support the teams. Keep the museum moving forward.